RENTAL AGREEMENT

Monsignor Lane Pastoral Center * St. Brigid's Parish

43 North Prospect Street, Amherst, MA 01002 * (413) 256-6181 * saintbrigidsamherst@gmail.com

Renter: ☐ *Individual* ☐*Group/Organization Name* _____ ☐*Profit* ☐*non-profit*

Contact Person: _____

Address: _____

E-mail: _____ *Phone:* _____

Person in Charge of Function: _____

Address: _____

E-mail: _____ *Phone:* _____

Date of Use: *Month:* _____ *Day:* _____ *Year:* _____ **Time:** *From:* _____ *Until:* _____

Type of Function (Check one):

☐ *Reception (Circle one [Birthday, Baby Shower, Baptism, Graduation Celebration, Celebration of Life, Wedding]*
☐ *Dance* ☐ *Show* ☐ *Meeting* ☐ *Concert* ☐ *Class* ☐ *Other (Describe event)* _____
☐ *Fundraiser* ☐ *Tickets being sold* ☐ *No charge for event*

Caterer: _____

Address: _____

E-mail: _____ *Phone:* _____

Check one: ☐ *Alcohol sold** ☐ *Alcohol served** Select***:*** ☐ *Wine/Beer or* ☐ *Hard Liquor* ☐ *Both* ☐ ***No alcohol***

If alcohol is sold, insurance policy number and insurer: _____

☐ *If alcohol is sold or serve, a Copy of the Town of Amherst Special One-Day Alcohol Serving License must be provided (the application to obtain the license must be submitted to the Town of Amherst on their website at least 30 days prior to the event).*

Approximate number of people expected to attend*:* _____ *[Capacity: Gym-Six (600) hundred * Library- Sixty-five (65)]*

*****RENTAL FEES***** (Per day)

☐ Auditorium **$500.00** x___ days	$_____
☐ Kitchen ☐Cook in Place **$300.00** ☐Prep Only **FREE** (Oven & Kitchen not available)	$_____
☐ Classroom #s____ ☐ Library **$100.00 each** x___ days	$_____
☐ Registered Parishioner Discount **– Fifty (50%) percent** ☐*St. Brigid's* ☐*Newman*	– ($_____)
☐ Custodian - *For the duration of the event #* _____ *Hours* **$20.00 per hour**	$_____
TOTAL RENTAL FEE	**$_____**

(Check, Money Orders or Credit Card are accepted) - NO CASH PAYMENTS WILL BE ACCEPTED

To reserve your event date, the total rental fee must be paid in full at the time this Agreement is signed. Reservations cannot be guaranteed until full payment has been received.

RENTER/REPRESENTATIVE'S SIGNATURE

Date: _____ *Signature* _____

Approved by Pastor:

Date: _____ *Signature* _____

OFFICE USE: ☐ PAID IN FULL $_____ (Date: _____) ☐ Check #_____ ☐ Credit Card ☐ Money Order #_____

YOU MUST PROVIDE YOUR OWN INSURANCE TO RENT ANY OR ALL OF THE FACILITIES

Kindly review the Rules and Regulations, along with the details of what is and not included in the rental, found on the back of this page.

WHAT IS INCLUDED IN THE CENTER RENTAL

- Tables and chairs setup (please indicate how many tables [round _____ and rectangular _____])
- Use of stage, screen, four (4) restrooms, lounge area
- Use of parking lot (please be aware parking is limited)

WHAT IS NOT INCLUDED IN THE CENTER RENTAL

Unless specifically agreed to in writing, the Center rental does NOT include:

- Event setup (must be scheduled with the Parish Office)
- Breakdown (tables, chairs, decorations)
- Catering or food service
- Kitchen supplies (cookware, utensils, plates, cups, linens, paper goods, chinaware)
- Cleaning during or after the event beyond normal use
- Audio-visual equipment or technical support
- Decorations, linens, or special furnishings
- Security personnel
- Storage of items before or after the event
- Trash removal beyond designated containers
- Insurance coverage for the Renter or guests
- Parking outside the premises - nearby town meter parking is available (i.e. CVS lot and on the street - free on Sundays & Holidays)

CANCELLATION POLICY

- Cancellations made thirty (30) days or more before the event will receive a refund of payments made.
- Cancellations made fewer than seven (7) days before the event forfeit all payments.
- The Parish reserves the right to cancel due to unforeseen circumstances, emergencies, or parish needs, in which case all fees will be refunded.

INSURANCE AND LIABILITY

- The Renter assumes full responsibility for all persons attending the event. The Parish is not responsible for personal injury, loss, or damage to personal property.

USE OF FACILITY & CONDUCT

- The facility must be used respectfully and, in a manner, consistent with Catholic values.
- Religious items, furnishings, and artwork may not be moved, removed, or altered.
- No illegal activities are permitted.
- The Parish reserves the right to have a representative (custodian) present during the event.
- Out of consideration for our neighbors and parish schedule and activities, all events must conclude by 11:00 p.m., including music, guest departure, and cleanup. The facility must be fully vacated by that time unless prior written approval has been granted. Additional fees may apply if this policy is not observed.
- Music and amplified sound must be maintained at reasonable levels at all times and must not disturb neighboring residences, particularly during evening hours. Renters are responsible for ensuring full compliance with all applicable local noise ordinances and regulations.
- All activities have to be in accordance with the values and teachings of the Roman Catholic Church.

PROHIBITED ACTIVITIES

- The following are strictly prohibited:
    - Smoking, vaping, illegal drugs, or controlled substances
    - Weapons or hazardous materials
    - Decorations that cause damage (tape, nails, open flames, glitter, confetti)
    - Moving or rearranging the Basketball Hoops

The Renter is responsible for complying with all Center policies and for any additional services arranged independently.

RENTER / ORGANIZATION REPRESENTATIVE'S SIGNATURE

Date: _____ Signature _____

By signing above, I acknowledge that I have read, understand, and agree to comply with all Rules & Regulations of St. Brigid's Parish Pastoral Center and this rental agreement.

Upon submitting this signed Agreement and booking the center, the Renter/Organization Representative's must provide a copy of a valid government-issued photo identification (driver's license, state ID card, or passport). The name on the identification must match the name on the Agreement. Failure to provide this identification within 24 hours of executing the Agreement may result in the cancellation of the booking.