

 **Saint Joseph Hessen Cassel Parish Hall Rental Agreement**

I hereby certify that I am the individual fully responsible for renting the hall and shall be responsible for adhering to all guidelines herein and in all the appendices. I shall also be responsible for any damage sustained to the hall premises, furniture, or equipment because of the occupancy of the hall. I shall also be responsible for any injury to a person using the hall and shall hold Saint Joseph Hessen Cassel harmless from any and all liability. Saint Joseph Hessen Cassel may demand a deposit, and may keep the deposit at its sole discretion in the event of a failure to meet any of the usage guidelines.

Responsible Party (PRINT NAME AND DATE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party (ADDRESS & PHONE#): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event & Occasion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Estimated Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments (check only) Received/Date and Balance Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By (PRINT) / Receipt Provided / Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OTHER NOTES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Revised/Effective Jan. 16th 2024.***

***Appendix #1 – Hours of Availability & Pricing. Appendix #1a - Access***

***Appendix #2 – Usage Guidelines (English). Appendix #2a – Usage Guidelines (Spanish)***

**Appendix #1 – Hours of Availability & Pricing**

Option A: Friday (June and July) after 1 pm until no later than Midnight

*Fees: $900 facility rental, $95 insurance, $405 deposit*

*Fees (Parishioner Rate): $300 facility rental, $95 insurance, $0 deposit*

Option B: Friday (August-May) after 5pm until no later than Midnight

*Fees: $900 facility rental, $95 insurance, $405 deposit*

*Fees (Parishioner Rate): $300 facility rental, $95 insurance, $0 deposit*

Option C: Saturday after 1pm until no later than 5pm

*Fees:* *$300 facility rental, $95 insurance, $105 deposit*

*Fees (Parishioner Rate): $100 facility rental, $95 insurance, $0 deposit*

Option D: Saturday after 1pm until no later than Midnight

*Fees:* *$900 facility rental, $95 insurance, $405 deposit*

*Fees (Parishioner Rate): $300 facility rental, $95 insurance, $0 deposit*

Option E: Sunday after 10:30am until no later than 6pm

*Fees:* *$750 facility rental, $95 insurance, $55 deposit*

*Fees (Parishioner Rate): $200 facility rental, $95 insurance, $0 deposit*

*NOTE: in the event set up/decorations for Saturday events cannot occur during the stated timeframes, it could occur on Friday afternoon (if the hall is available) from 5-8pm for a one- time fee of $50.*

Option F: Friday through Sunday after 4pm (Friday) until no later than 10am (Sunday)

*Fees: $2100 facility rental, $95 insurance, $705 deposit*

*Fees (Parishioner Rate): $700 facility rental, $95 insurance, $0 deposit*

**Appendix #1a – Access**

Access will be provided via a keycard which will be available for pick up from the parish office at 4pm on Friday.

*\*except in the case of Option A, the keycard will be available at Noon on Friday.*

Renters are asked to leave the keycard in the secure drop box located on the north side of the building. Failure to return the card will result in a $50 replacement charge.

All NEW first-time renters will be required to do a 30-minute tour prior to the event, and other renters may ask for a brief tour as well. Tours are only available on Tuesdays and will be scheduled by the hall administrator.

**Appendix #2 – Usage Guidelines**

1. Kitchen use is restricted. Renters may use the sink, trash cans, trash liners, refrigerator, South Bend oven range, microwave and serving counter.

Renters may NOT use anything else. This includes but is not limited to the dishwasher, warmer table, milk cooler, flattop grill, towels, Vulcan industrial oven, KofC refrigerator, freezer, eating/cooking implements, soap etc.

1. Smoking is prohibited everywhere inside and outside of the property with the exception of designated areas with sand disposal buckets. If utilized, please place inside the door prior to departure.
2. Restrooms, tables and chairs, mops/brooms and restroom supplies are available and should be maintained throughout the event by the renter.
3. Helium balloons and fog machines are prohibited.
4. Security and video surveillance may be utilized. In respect to our neighbors, renters booked through Midnight must be completely off the premises prior to 12:30am. Security will contact the Sherrif if necessary.
5. Remove all decorations.
6. All trash containers emptied and carried to the outside dumpster behind the building to the left of the shed and trailer (break down all empty boxes). PLEASE NOTE: DO NOT PUT ANY TRASH (including cans, food, or cardboard) IN THE GREEN “PAPER GATOR” DUMPSTERS in the front parking lot!!! THESE ARE FOR PAPER RECYCLING ONLY!
7. Major spills are mopped or swept. Tables are to be wiped clean.
8. Chairs should be placed on top of the tables to facilitate mopping the entire floor.
9. Kitchen must be clean. Please check the microwave to make sure it is clean. Check the oven to make sure that all food has been removed. Make sure the gas valve on the range is turned off.
10. All bathroom stalls unlocked and any paper from the floor picked up and disposed.
11. The hall and the parking lot must be clear of trash or debris (including cigarette butts).
12. The hall must be completely empty by the agreed upon deadline.
13. If Security is utilized, they will be responsible for securing the building. If not, the renter shall secure the building by utilizing the Allen wrench on the safety bar on all the hall doors.