

St. Malachy Parish Rental Contract, Policies, & Fees

Date of Use _____ Time of Event _____ Time of Set-Up _____

Number of People _____ Type of Event _____ Time of Decorating _____

Name of Group _____

Name of Supervisor _____

Address _____

City _____ State _____ Zip Code _____

Home/Cell Phone _____ Work Phone _____ Ext _____

Email Address _____

General Policies:

- All events must be scheduled and coordinated with St. Malachy Parish Maintenance Supervisor.
- No Smoking or alcohol is allowed.
- Rooms/Hall must be left in the condition it was found. The renter is responsible for damage by negligence or inappropriate use of the equipment or space rented.
- Due to the possibility of multiple events or meetings, we require your group to stay in the area you reserved.
- Children must be supervised at all times.
- The content of all activities must not be opposed to Christian values.
- Maintenance Supervisor will review rental policies, safety policies, and provide training for all rental equipment.
- Renter must have approval from the Parish to charge admission for an event.

Documents needed:

- Signed St. Malachy Rental Contract
- Signed Facility Usage/Indemnity Agreement
- Certificate of insurance stating: *St. Malachy Parish and Diocese of Peoria are named as additional insured for minimum of \$1 million dollars.* If party using the Hall is unable to provide certificate through home insurance provider, a policy may be purchased from Dunne Property, N.F.P. for \$100.
- Insurance Coverage if Caterer or Vendors are included in the rental

Priority of use:

- 1) Church Ministry
- 2) School/Church Events
- 3) Outside Community Event

February 1, 2017ro

Basic Rental Fee Schedule for Special Events:

(Special Events are NOT parish sponsored)

| | <u>Parishioner</u> | <u>Non-Profit Organization</u> | <u>Commercial Organization/ Non-Parishioner</u> |
|-----------------|--------------------|--------------------------------|---|
| Hall<200 people | \$100 | \$200 | \$350 |
| Hall<300 people | \$200 | \$300 | \$550 |
| Hall<400 people | \$300 | \$400 | \$750 |
| Meeting Rooms | 0 | \$20 | \$50 |

Parishioner – member of St. Malachy Parish and for whom the event is intended. Not for one's club or organization. (examples: wedding reception, anniversary, birthday, family reunion, graduation, etc.)

Non-Profit Organization – organizations sponsoring non-profit events (examples: sports banquets, trivia nights, Geneseo School District).

Commercial Organization/Non-Parishioners - organizations sponsoring commercial events or a non – parishioner sponsoring an event. (examples: River Valley Coop, Life Screening or a non-parishioner's wedding reception, anniversary, etc.).

Rental of the Hall includes, at no additional charge:

- Tables & chairs
- Use of the Kitchen for warming/serving food
- Refrigerator
- Ice Maker
- Use of plates, cups, silverware, etc.
- Dishwasher (renter must meet with a parish representative for instructions on equipment use)
- Sound System
- Internet
- Screen
- Coffee Maker
- Garbage cans/liners
- Busing carts/tubs

Additional Fee:

- Projector - \$35

Rooms Available

- Hall/Kitchen
- Rooms A, C, D
- Conference Room
- Youth Room
- Shelter
- Childcare Room

- Decorations:
- Decorations are allowed but must be removed by the reserving party. Only table and floor decorations are allowed. (Nothing may be hung from the ceiling or put on the walls.)
- All decorating and deliveries of food, drink, and floral items must be made known to the Maintenance Supervisor. All decorations must be removed by the renter.
- The renter is responsible to coordinate the set-up and take-down with the Maintenance Supervisor.

Summary:

Room _____ \$ _____ Check # _____

Projector \$ _____

Insurance Coverage \$ _____ Check # _____

Total Fees \$ _____

Facility Usage/Indemnity Agreement signed

Certificate of Coverage Insurance Form (This Certificate of Coverage must be for \$1 million naming both St. Malachy Church and Diocese of Peoria as additional insured.)

_____ Renter's Certificate of Insurance (Insurance may be purchased through Catholic Mutual Group for \$100. Checks for Insurance Coverage are made to Dunne Property, N.F.P. This application form may be picked up in the Parish Office.

_____ Vendor/Caterer Certificate of Insurance

Signature and Agreement:

I have read and agree to the terms of this agreement and will comply with all rules and regulations set forth in this agreement.

Name (Please Print)

_____ Date _____
Name Signature

_____ Date _____
St. Malachy Representative