



# ST. JUDE R.C. CHURCH

*Working together to proclaim the Lord, Jesus in our midst*

40 Maxim Dr., Hopatcong, New Jersey 07843 Tel: 973.398.6377 Fax: 973.398.0121

Email: rental@stjudehopatcong.org/ Website: www.stjudehopatcong.org

www.facebook.com/stjudehopatcong

Rev. Father Peter Wierzbicki, Pastor

## PARISH Center Rental CONTRACT

We offer 3 levels of rentals:

- A. **GOLD PACKAGE**: includes the Hall, Sound System, Kitchen for \$400.00
- B. **SILVER PACKAGE**: includes the Hall and Kitchen for \$350.00
- C. **BRONZE PACKAGE**: includes the Hall **only** for \$300.00

### **A \$250.00 SECURITY FEE IS REQUIRED UPON RESERVING PARISH CENTER.**

Your date will be reserved at the time you provide a \$250 security deposit/cleaning bond. This check will not be deposited and will be returned to you after your event if the hall is clean to our satisfaction. Any cleaning of the Parish Center or damage to tables, chairs, etc. will be deducted from your deposit. You will be charged the replacement price of the broken item. [\$100 for a table and \$50 for a chair] If the damage exceeds the deposit, the person/group renting the hall will be held financially responsible.

St. Jude's accepts no responsibility for anyone hurt on the property due to their negligence. Sale of alcoholic beverages requires a NJ ABC license. It is the obligation of the rental party to assure that everyone is able to drive. The rental party, by executing the rental contract, shall agree to indemnify, and hold harmless the Church of St. Jude, and the Diocese of Paterson its agents, servants, employees, from and against any claim, damage, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities (see INDEMNIFICATION AND HOLD HARMLESS LANGUAGE on page #4). A *Certificate of Insurance* **MUST** be supplied. *Insurance* may be obtained from the Diocese of Paterson (via [K & K Insurance](#)) for a fee. See "Special Event Insurance" on page #4 for details.

### **RENTER RESPONSIBILITIES:**

The following must be complied with on the day of rental.

1. All tables and chairs are to be cleared off of any trash. Sanitize tables and chairs with disinfectant **NO BLEACH**
2. All garbage bags are to be properly secured to prevent spilling, and placed in the dumpster outside of the Parish Center.
3. Remove all decorations throughout the Parish Center. **NO DECORATIONS, POSTERS, ETC ON SOUND WALL (walls outside kitchen or the panels on the side walls by windows)**
4. If alcoholic beverages are to be served:
  - Beer cans or bottles are to be recycled
  - Observe all town, city, county and state laws and regulations regarding alcoholic beverages.
  - No one under 21 is allowed to consume or serve any alcoholic beverages.
  - Renter will be held responsible for the violation of any laws and regulations regarding alcoholic beverage in the State of New Jersey.
5. Arrange all tables and chairs back into the racks they are kept in/on.
6. Sweep the floor
7. Clean the restrooms by removing trash and sweeping the floor. Please wipe down counter and toilets with wipes.

### **EVENT CAPACITY:**

What is the maximum number of people planned for your event? \_\_\_\_\_ PEOPLE

### **USE OF KITCHEN FACILITIES**

Will kitchen be used for cooking? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**ST. JUDE CHURCH WILL NOT BE RESPONSIBLE FOR THE LOSS AND SAFEKEEPING OF PERSONAL PROPERTY, INCURRED WITHIN THE PREMISES.**

UPON READING AND UNDERSTANDING FULLY THE TERMS OF THIS CONTRACT, I

\_\_\_\_\_ **Print**  
**name**

**HEREBY AGREE TO RENT THE ST JUDE PARISH CENTER**

ON THIS DATE: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
Time

THE NUMBER OF PERSONS ATTENDING THIS EVENT WILL BE: \_\_\_\_\_

\_\_\_\_\_  
PASTOR'S SIGNATURE

\_\_\_\_\_  
RENTER'S SIGNATURE

PASTOR'S Name: *Peter Wierzbicki*

RENTER'S Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE**

**PAYMENT: \$** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**DIOCESE OF PATERSON:  
INDEMNIFICATION AND HOLD HARMLESS LANGUAGE**

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“To the fullest extent of the law, \_\_\_\_\_, shall indemnify, defend and hold harmless the Most Rev. Kevin J. Sweeney, Bishop of the Roman Catholic Diocese of Paterson, and his successors in office and all affiliated parishes, schools, including ST. JUDE CHURCH, and institutions from and against any and all claims for bodily injury and/or property damage, damages, losses, and expenses, including but not limited to Attorney’s fees, arising from \_\_\_\_\_ use of the property owned by the Diocese or any of its related entities.

\_\_\_\_\_’s agreement to indemnify specifically INCLUDES any and all claims, damages, losses and/or expenses resulting from bodily injury and/or property damage, sickness, disease or death or injury to or destruction of tangible property caused in whole or in part by the negligence of a party indemnified hereunder.

\_\_\_\_\_’s insurance is primary over all other available insurance.”

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### Special Event Insurance

In order to expedite the Parish Center rental process the Diocese of Paterson has partnered with [K & K Insurance](#) so you can directly secure and purchase insurance coverage for your event.

To purchase your Certificate of Insurance go to <https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>. Click on “Diocese of Paterson” from the pull-down menu, select Search, then select St Jude Church (40 Maxim Dr, Hopatcong) and the system will take you through the process of describing your event and purchasing coverage.

Once the transaction is completed, you will receive via email a Binder/Certificate evidencing coverage. St Jude Church will also receive a copy of your Certificate as part of the application process.

For event insurance assistance or questions contact:

K & K Insurance

<https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx> E-Mail:

Use the “Ask us a question/E-mail” form on the K&K website

PH: 1-800-553-8368

FAX: 1-260-459-5624



**Nationwide**  
is on your side

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RENTER INFORMATION

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First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Someone from the St Jude will provide you access to the Parish Center on the day of your event. Please contact Deborah Armeno two (2) business days prior to your event for details. **TIME STARTS WHEN YOU ARE GRANTED ACCESS TO THE PARISH CENTER AND ENDS WHEN THE LAST PERSON LEAVES THE PARISH CENTER.**

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**YOU WILL RECEIVE A COPY OF THIS CONTRACT WHEN SIGNED. IF YOU HAVE ANY QUESTIONS ABOUT THE TERMS, PLEASE CALL Deborah Armeno at (973) 650-8164, Rental Committee Chairperson or via email at [rental@stjudehopatcong.org](mailto:rental@stjudehopatcong.org)**

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_