

# St. Columba Church

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Pastor

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Secretary

P O Box 219 Hawesville, KY 42348

(270) 927-8419 Office

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Here are the hall rental forms for St. Columba Parish Hall.

**Important!** If you can provide us with a Certificate of Insurance showing both St. Columba Church and the Diocese of Owensboro as an "additional insured" for the day you will be renting the hall, the rental rate can be lowered by \$100.00. Please refer to the rental agreement or call if you have any questions.

Hall rental payments should be made at least three weeks before your scheduled event.

You are scheduled to pick up the building key the day before the event. Please read the *Guidelines* to know what we will allow to be done in the hall.

I hope all goes well for you and if you should need to cancel for any reason, please give us a call.

Sincerely,

Becky Monetathchi

Parish Secretary

# ST. COLUMBA PARISH HALL

## Rental Agreement

**RESERVING HALL:** Please call the parish office (Monday-Friday, 9AM-3PM) to reserve the hall.  
Parish activities will take priority over all other events.

**FEES:**

(no exceptions)

**Parishioner's personal event:** \$200.00 when rented for Weddings, Showers, and Anniversaries  
(\$50 refunded if left orderly and clean)

**Parishioner's and Public event:** \$250.00 (\$50 refunded if left orderly and clean)

If the hall is used for a moneymaking project, a refund is not issued, but used toward utility bills, etc.  
The hall is offered for free to parish members when used for Baptisms and Funeral groups.

**INSURANCE:** The hall rental fees include the cost of liability insurance. If the renter can provide liability insurance in the amount of \$500,000 naming both St. Columba Church and the Diocese of Owensboro as an additional insured, the rates will be lowered by \$100. Proof of insurance must be presented at least three (3) weeks before the date of the scheduled rental.

**PAYMENT:** Fees must be paid-in-full (3)three weeks prior to the event . Refunds will be given after the hall is inspected and key is returned.

**ALCOHOLIC BEVERAGES:** The party using or renting the hall is liable for the consumption of alcohol by all guests. Any and all alcohol must be removed from the premises at the end of rental hours. St. Columba Church **is not liable** for any accidents/injuries on or off the premises.

**CLEAN UP:** Make sure the oven and all burners are off; lights off; heating/AC are turned up or down; and all doors are locked. Leave facilities tidy. All food, beverages, decorations and trash must be removed from hall. All tables are to be put back the way you found them. All trash removed is to be placed in trashcans outside the back door.

**REFUND:** To receive a refund, there must be no breakage, and hall must be free of trash, tables must be wiped, floors swept and mopped, bathrooms checked for trash and that toilets have been flushed, and everything returned to its original place. After inspection please allow one week for a refund. Non-compliance with these rules will result in FORFEITING OF REFUND and the reason given.

**REMINDERS:**

NO tape/tacks, etc. are to be used on the ceiling tiles or walls.

NO confetti/rice/birdseed is allowed in building.

NO Smoking is permitted in the building.

Classroom furniture is not to be used in the hall.

Return hall key to church secretary. Please report any damage to the church office.

**I have read the above guidelines and agree to abide by them.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_ Payment in Full    Date of Event \_\_\_\_\_    Key Received \_\_\_\_\_

**Diocese of Owensboro  
Liability Control  
Voluntary Release Form**

Assumption of Risk and Indemnity Agreement

Date \_\_\_\_\_

Parish: St. Columba Church  
P O Box 358  
Lewisport, KY 42351

Description of Activity: \_\_\_\_\_

Each undersigned person requests and is granted permission to make use of the parish facility for the intended purpose described above.

In consideration of "permissive entry" to the facility, each of the undersigned, their person representatives, heirs and assigns, DO HEREBY:

RELEASE, DISCHARGE AND COVENANT NOT TO SUE the above named parish and the Diocese of Owensboro (hereafter known as the releasees) for any and all claims and liability arising out of strict liability or ordinary or gross negligence of releasees or any other use of the facility which causes the undersigned injury, death or property damage and further agrees to hold releasees harmless and indemnify releasees from any claim, judgment or expenses releasees may incur by the undersigned's participation in the described activity.

UNDERSTAND that participation in the described activity may involve danger and risk of injury. Such danger is understood and voluntarily assumed.

ACKNOWLEDGE that the undersigned are aware of equipment and safety regulations and will comply with each regulation ASSUMING ALL RISK for themselves and all liability to others for failure to do so. No oral representations or inducements have been made to obtain signatures on this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Diocese of Owensboro  
Liability Control

Rental Agreement

Name of renter/organization: \_\_\_\_\_

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

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

Rental Charge: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Type of refreshments: \_\_\_\_\_ Private caterer: \_\_\_\_\_

Alcoholic beverages served: \_\_\_\_\_ Bartender: \_\_\_\_\_

Certificate of Insurance received: \_\_\_\_\_ Yes \_\_\_\_\_ No

As renters of St. Columba Church Parish Hall, we agree to protect, indemnify and hold harmless the Diocese of Owensboro and St. Columba Church from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnity and hold harmless the Diocese of Owensboro from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date