

**ST. MATTHEW CATHOLIC CHURCH**

10703 Wurzbach  
 San Antonio, Texas 78230  
 (210) 478-5000  
 (210) 696-8858 (FAX)

**FACILITY TO BE USED**

**DATE OF EVENT**

**RENTAL APPLICATION FOR USE OF PARISH FACILITIES**

Registered Parishioner (verified)  Non-Parishioner

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No: Office \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Type of Event \_\_\_\_\_

Event Hours: From \_\_\_\_\_ To \_\_\_\_\_ Decorating Begins At \_\_\_\_\_ Additional Facility \_\_\_\_\_

Approximate No. Of Guests \_\_\_\_\_ Design Plan \_\_\_\_\_ Modifications \_\_ Yes \_\_ No

How did you here about us: \_\_ Word of Mouth; \_\_ StM Website; \_\_ SA Wedding Mag; \_\_ SA Wedding Website; \_\_ Other

If Wedding Reception, Name of Church: \_\_\_\_\_ Time of Ceremony \_\_\_\_\_ Priest or Minister: \_\_\_\_\_

<i>For Office Use Only</i>						
		<i>Payment History</i>				
<i>Facilities</i>	<i>Professional Services</i>	Deposit/Payments	Balance	Date Paid	Check # / Cash	Paid By
Deposit / Damage Fee	Security					
Facility Rental	Add Security					
Additional Facility	Miscellaneous					
Additional Hours						
Sub-Total	Sub-Total					
Total Due		Paid In Full Date:				

**I Have Read, Accept & Will Abide By The Rules & Policies Given To Me:** Received \_\_\_\_\_ (Initial)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Accepted: St. Matthew Catholic Church Representative

\_\_\_\_\_  
 Date

No alcohol will be present in this event or section 9.5 of the rules will be enforced. \_\_\_\_\_  
 Signature Date

**Any future amendments to this Rental Application must be in writing.** Effective as of 9/1/16

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

**For Security**

Facility to be Used \_\_\_\_\_

Name \_\_\_\_\_ Type of Event \_\_\_\_\_ Event Hours: From \_\_\_\_\_ To \_\_\_\_\_ Alcohol: Yes \_\_ No \_\_

I Acknowledge that Security was Present \_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

# ST. MATTHEW CATHOLIC CHURCH

10703 Wurzbach Road  
San Antonio, Texas 78230-2499  
(210) 478-5000 FAX (210) 696-8858

## Release, Hold Harmless, and Indemnity

The Archdiocese of San Antonio, Archbishop Gustavo García-Siller, bishops, and staff and St. Matthew Catholic Church, its pastor, parochial vicars, and staff shall not be liable or responsible for, and shall be saved and held harmless by Lessee from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, directly or indirectly, the Lessee's limited tenancy under this Agreement or performance under this Agreement, including claims and damages arising in whole or in part from the negligence of the Archdiocese of San Antonio, the Archbishop, bishops, and staff and St. Matthew Catholic Church, its pastor, parochial vicars, and staff.

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Signature

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Date

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Signature of Witness

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Date

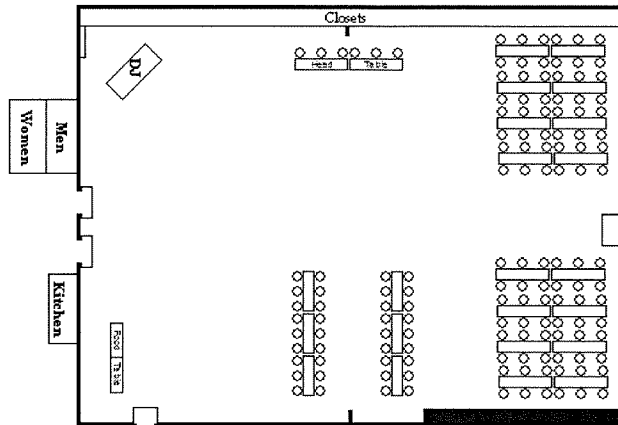
# Parish Hall

## Table Setup & Dance Floor

(Diagrams Not To Scale)

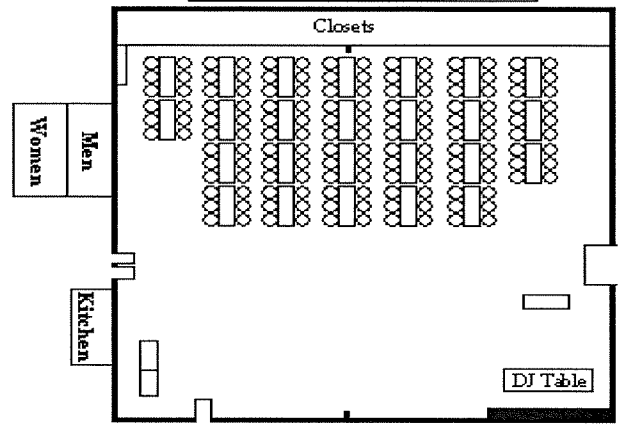
(Please Initial Plan Desired)

24 Tables = 138 People



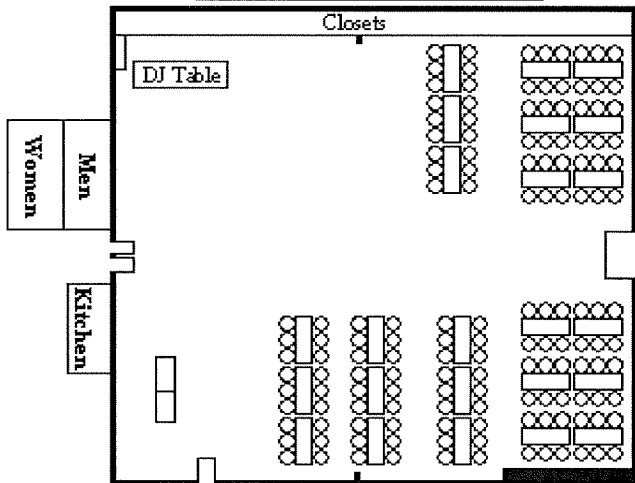
Plan "PH-A"

25 Tables = 150 People



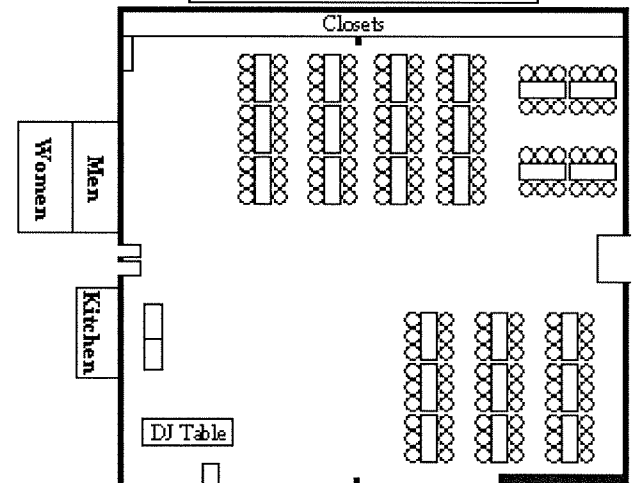
Plan "PH-B"

24 Tables = 144 People



Plan "PH-C"

25 Tables = 150 People



Plan "PH-D"

Reservation Date

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_