

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.

Signature

Date

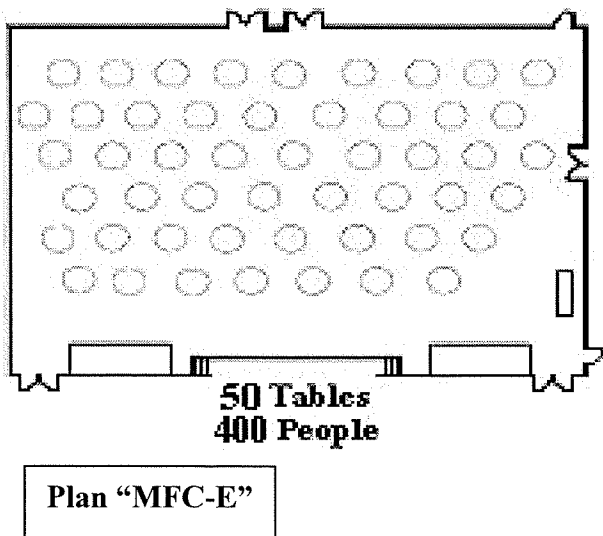
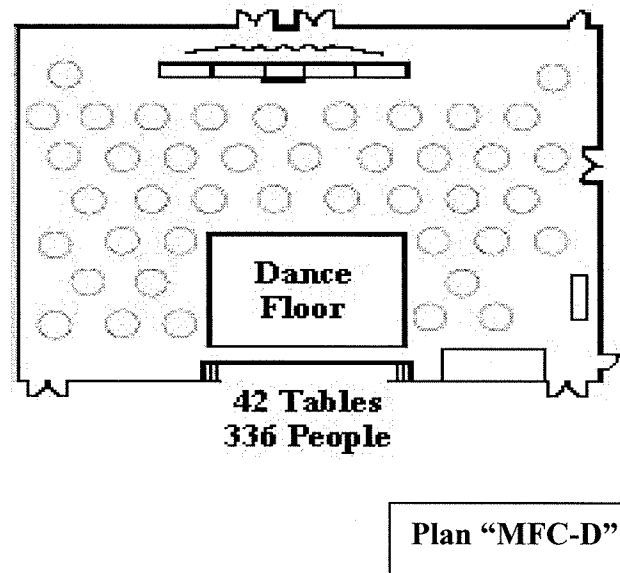
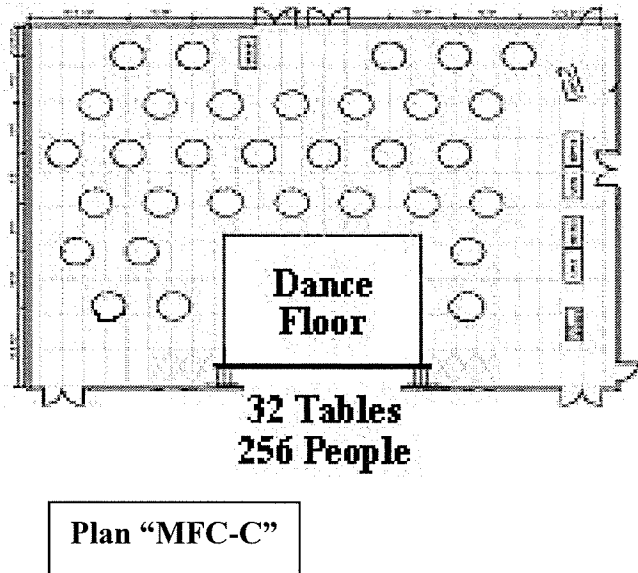
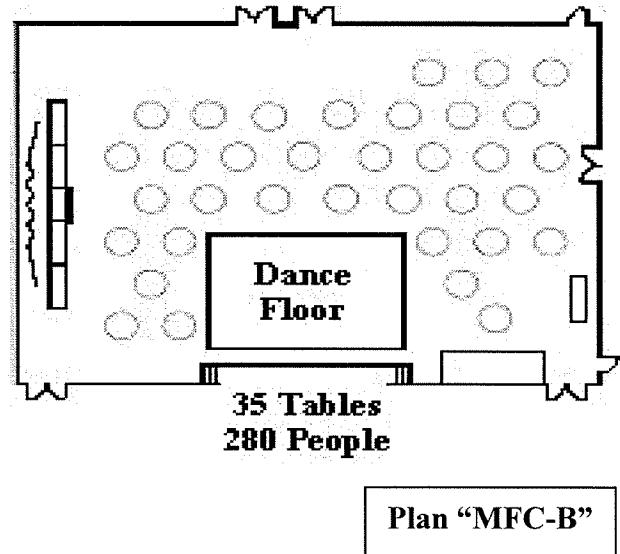
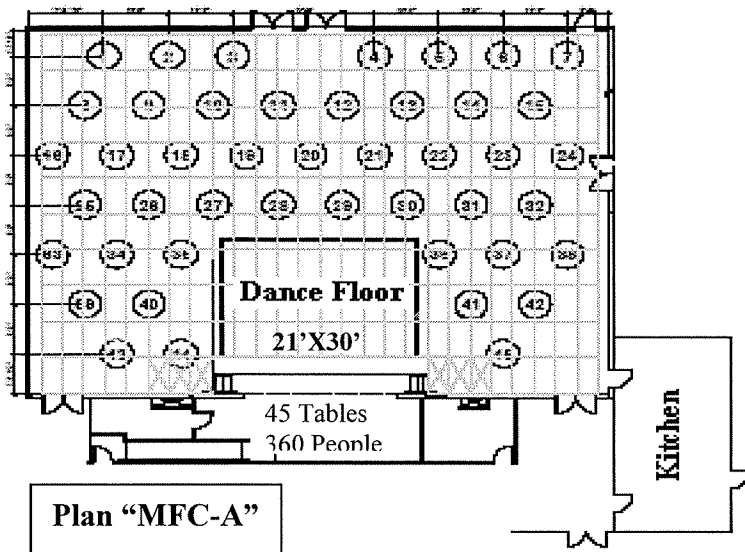
Signature of Witness

Date

McDonald Family Center

Table Setup & Dance Floor

(Please Initial By Plan Desired)



Reservation Date

Name

Signature
