

**Small Hall**

**Request for Rental on St. Peter's Parish Hall**

**Rental Guidelines Revised as of July 12, 2017**

St. Peter's Catholic Church  
PO Box 395  
Blessing, Texas 77419  
(361)588-6241

Deposit Required: \_\_\_\_\_  
Rental Fee: \_\_\_\_\_  
Insurance to D.O.V.: \_\_\_\_\_

Name of Renter/User: \_\_\_\_\_

Name of Sponsoring Organization (if applicable) \_\_\_\_\_

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

Phone Numbers: Day \_\_\_\_\_ Night \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_ Number of Attendees Expected: \_\_\_\_\_

Time requested: \_\_\_\_\_ a.m. / p.m. and end at \_\_\_\_\_ a.m. / p.m.  
(Maximum Hours of Rental is 6 Hours)

I will clean the hall as required by Rental Guidelines: \_\_\_\_\_ yes \_\_\_\_\_ no  
(If no, I agree to pay \$100 cleaning fee. Please see checklist on the back of this page. An additional \$50 fee per infraction will be charged for items not checked off by inspector)

\_\_\_\_\_  
**Signature of Renter/User** **Date**

By signing, Renter/User is responsible for enforcing "Rules for Hall Use" and damages to property.

.....  
Cash Deposit: \$100.00 Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_  
(Deposit stipulates reservations confirmed)

Insurance Amount: \$95.00 Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_  
(Insurance fee is due two weeks prior to rental - Made Payable to Diocese of Victoria)

Rental Fee: \$100.00 Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_  
(Only Parishioners Supporting the Church may rent the Small Hall.)  
(Rental fee is due two weeks prior to scheduled event)

\_\_\_\_\_  
**Administrator's Signature**

## **Rules for Hall Use and damages to property**

**Checklist (additional \$50.00 per infraction)**

- \_\_\_\_\_ **Chairs and Tables are to be returned to their original designated arrangement**
  
- \_\_\_\_\_ **All Trash must be disposed of**
  
- \_\_\_\_\_ **All Floors are to be swept (Cleaning Hall)**
  
- \_\_\_\_\_ **Spot mop the hall floors where dirty (Cleaning Hall)**
  
- \_\_\_\_\_ **Kitchen Floor must be swept and mopped (Cleaning Hall)**
  
- \_\_\_\_\_ **Restroom Floors must be swept and mopped (Cleaning Hall)**
  
- \_\_\_\_\_ **Key is to be returned the same day of Rental \*\*\***
  
- \_\_\_\_\_ **Any Damage to Hall, equipment, ground or furnishings will be assessed and collected from you**
  
- \_\_\_\_\_ **All Food Must be removed from the Hall**
  
- \_\_\_\_\_ **Do Not Hang anything from the Ceilings and No Tape on the Walls**

**\*\*\*Return of Hall Key and Inspection of Hall**

**Contact Marvin Hurta at (361)588-6666 or (979)240-9652. He will meet you at the hall  
This form must be filled out and returned with the key to the office for refund of deposit.**

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**Hall Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Add'l Fees Assessed:** \_\_\_\_\_ **Damages:** \_\_\_\_\_  
(Description & Photo of Damage)

**Amount of Deposit Ret'd:** \_\_\_\_\_ **Date:** \_\_\_\_\_