

Rental Request on St. Peter's Parish "Large" 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) _____

Is Renter/User a registered Parishioner supporting the Parish: _____ Yes _____ No

Mailing Address: _____

Phone Numbers: Day _____ Night _____

Date of Event: _____ Purpose of Event: _____ # of Attendees Expected: _____

Security arranged and a copy for proof (if alcohol is served) _____ yes _____ no

Day Requested: _____ a.m. / p.m. and end at 12:00 Midnight

Following Day: _____ a.m. / p.m. and end at 12:00 noon***

***Call Marvin Hurta to meet for inspection and turn in hall key

I will clean the hall as required by Rental Guidelines: _____ yes _____ no

(If no, I agree to pay \$200.00 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: \$ _____ Date Paid: _____ Received by: _____
(\$300.00 Deposit stipulates reservations confirmed)(\$500.00 Deposit is required if Alcohol is used)

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

Rental Fee: \$ _____ Date Paid: _____ Received by: _____
(Total rental fees due 2 weeks prior to scheduled event... \$750.00 or \$550 for Parishioner supporting church)

Add'l Rental Fee: \$250.00 Date Paid: _____ Received by: _____
(Additional fee, if Renter request extra time for hall rental... 12:00 noon to 10:00pm on the previous day)

Administrator's Signature

Rules for Hall Use and Damages to Property

Checklist (additional \$50.00 per infraction)

- _____ If a live band or Disc Jockey is used, no music till Saturday Evening Mass is completed at 7:30pm

- _____ Do Not Hang anything from the Ceilings and No Tape on the Walls

- _____ 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)

- _____ All Trash must be disposed of

- _____ Any Damage to Hall, equipment, ground or furnishings will be assessed and collected from you

- _____ All Food Must be removed from the Hall

- _____ Key is to be returned the following day of Rental by 12:00 noon***

***Return of Hall Key and Inspection of Hall

Contact Marvin Hurta @ (361)588-6666 for (979) 240-9652. He will meet you at the hall

This Checklist will be completed by Inspector and returned with the key to the office for refund of deposit.

Hall Inspected by: _____ **Date:** _____

Add'l Fees Assessed: _____ **Damages:** _____
Description/Picture of Damage

Amount of Deposit Returned: _____ **Date:** _____

