

Hall Rental Contract

Name of Parish: _____

Address: _____

The Parish, the LESSOR, agrees to the use of the facilities as described herein by:

The LESSEE _____ Telephone Number _____

Address of LESSEE _____

For the _____ day of _____ year _____,

Day of week: _____ Times Allotted: _____

(For Times allotted, there is no minimum/maximum amount of hours; Times Allotted to include setup and cleanup time for the event). ACTUAL time of event: _____

For the Purpose of _____

Approximate number of occupants: _____

The total rent is \$ _____ plus a security deposit of \$100.00. The security deposit will be refunded provided the Church Hall/Gym is left in its original condition with no damage or missing items as identified by the LESSOR following its use by the LESSEE.

The security deposit of \$100.00 must be received within two (2) weeks of receipt of the contract. The rental fee is due and payable thirty (30) days prior to the contracted date of rental.

An additional fee of \$125.00 for a one time liability insurance rider is **REQUIRED** for all rentals. This check made payable to the "Diocese of Pittsburgh" and the completed accompanying form are due no later than thirty (30) days prior to the day of the event. Furthermore, should the LESSEE choose to serve alcoholic beverages, the LESSEE is responsible to assure its proper use and consumption as described under the laws of the State of Pennsylvania, the County of Allegheny and the local municipality. (This insurance rider will be waived for funeral luncheons where the funerals are planned with less than FIVE (5) days notice).

In the event of cancellation by the LESSEE, the LESSOR will refund the deposit, provided notice of cancellation is received in writing at least thirty (30) days prior the contracted date of rental. **NO REFUND WILL BE MADE IF THE NOTICE OF CANCELLATION IS RECEIVED LESS THAN THIRTY (30) DAYS PRIOR TO THE CONTRACTED PERIOD OF OCCUPANCY.**

ACCESS TO THE FACILITY IS ONLY AVAILABLE ON THE DATE OF RENTAL, and potentially the day beforehand for setup purposes only if accommodations are made with the LESSOR at the time of the reservation.

Rental of the hall facility entitles the LESSEE to use the kitchen, tables, chairs, restrooms and heat/AC **ONLY**. LESSEE agrees to abide by the rules and regulations stated on Page Two (2) of this rental contract.

The LESSEE agrees to release the LESSOR from any liability for damages caused by the LESSEE, by guests of the LESSEE, or by persons employed by the LESSEE, during the period of occupancy of the property by the LESSOR.

The facility is designated as a **NO-SMOKING FACILITY**. Violation of this will result in forfeiture of the security deposit. Smoking is permitted OUTSIDE of the building using proper disposal facilities.

The LESSEE agrees to pay for any damages to the property, real or personal, sustained during the period of occupancy by the LESSEE, by guests of the LESSEE, or by persons employed by the LESSEE.

Damages will be determined by the LESSOR and will be due within ten (10) days of the date of rental (occupancy date). If such damages are less than or equal to the value of the security deposit, the damages will be deemed paid by retention of all of or the necessary portion of the security deposit.

In the event the LESSEE fails to pay for any and all damages, the LESSEE agrees to pay attorney's fees incurred by the LESSOR in collecting any such payments due for damages.

Rules and Regulations of Rental and Occupancy

1. The use of nails, thumbtacks, pushpins, glue or any other fastening material that permanently mars any surface is prohibited. Items like confetti & glitter as well as the use of balloons are also not permitted.
2. Lessee to supply all paper products, food, drinks, etc. Catering service is not offered. We can suggest catering services that are in the area.
3. Lessee to remove all rubbish from the facility and place in the dumpster if possible, or at the very least by the main doors (inside) of the facility. (Two (2) bags are provided; additional bags are the responsibility of the Lessee.)
4. All table and chairs are to be setup by the LESSEE, and are to be returned to their original position before vacating the premises.
5. Lessee is to clean all accidents (spills, etc.).
6. Lessee is allowed to use the kitchen, but must provide own cooking utensils, pans, equipment, etc., and none of the Lessor's property may be used.
7. Lessee is to turn off all lights including kitchen and restrooms.
8. All Lessee items are to be removed upon vacating the premises.
9. Removal of furniture or equipment from the hall is prohibited.
10. Misuse of chairs or tables (ex. standing on chairs, writing on tables or damage in any way) will result in a charge of **\$20.00 per chair** and **\$100.00 per table**.
11. Premises are to be cleaned and vacated by **12:00 AM (midnight)**.

To comply with local ordinances, it is the LESSEE's responsibility to arrange and pay for a uniformed security officer if there will be more than 100 people in the hall.

Please complete both copies of this contract, including signature, & return both copies with the security deposit payable to the Parish. Upon receipt, the Parish, as Lessor, will complete the contract and return one copy to the Lessee. Your signature confirms that you have read and understand the terms and conditions of this rental contract and agree to abide by all terms and conditions set forth within.

Signature of Lessee _____ Date _____

Parish Signature: _____ Date _____