

## HALL AMENITIES & INFORMATION



*We invite you to consider  
St. Francis Hall as the location for your  
forthcoming event.*

1. St. Francis Hall is Centrally Located in Charlotte Hall, MD, Within Minutes in Either Direction of Dentsville, La Plata, Newburg, Mechanicsville, Waldorf.
2. Seating Capacity: Our Facility Offers Ample Space to Accommodate up to 300 Guests. Smaller Groups Are Also Accommodated.
3. Hall Rental Includes Use of Tables and Chairs. There are 26 Round Tables, Approximately 51-54" Each; Five 6' Rectangular Tables; Five 8' Rectangular Tables.
4. Table Covers are the Responsibility of Lessee, (Cloth or Plastic) and Should be Used to Protect the Tables.
5. Hall Size Accommodates Ample Room for Stage for Band, DJ, Dance Floor Space, Event Guests and Speakers.
6. Spacious Parking Lot with Outdoor Lighting.
7. Hall, Parking Lot and Rest Rooms Are All Wheelchair Accessible.
8. Men and Women's Restrooms, Equipped With Changing Table.
9. Caterer's Kitchen, Wall Oven/Warming Oven, Gas Stove; Deep Fryers; Microwave, Commercial Refrigerator, and Sink are Available For Use in the Hall.
10. Commercial Ice Machine.
11. Dimmable Lighting.



*11555 St. Mary's Church Road  
Charlotte Hall, MD 20622*

*Email:*

*[stmarycatholicchurchnewportmd@gmail.com](mailto:stmarycatholicchurchnewportmd@gmail.com)*

*[www.stmarychurchnewport.org](http://www.stmarychurchnewport.org)*

*For information, contact the rectory office*

*Phone: 301-934-8825*

*Monday – Friday – 8:30 a.m. – 4:00 p.m.*

*Jenny will work with you  
to plan your Special Event!*



*St. Mary Church, Newport*

*St. Francis Hall Rental*



*Wedding Receptions*



*Birthday Parties*



*Anniversary Celebrations*

*Any Special Event!*

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***Guidelines and Procedures Help Us  
Ensure That You Will Be Totally Satisfied  
With Our Hall.***

Throwing birdseed, rice, confetti, etc., is not permitted.

Renter is responsible for tablecloths for scheduled event.

It is important that guests not bring alcohol/liquor/beer/wine to event. (No BYOB). The Renter only may bring alcohol to the event. Alcohol is not permitted outside of the Hall event.

Renter is responsible for cleaning the Hall when the event is over, as outlined in User Agreement, before leaving the Hall. Sweep the floor, wipe down tables, wipe down kitchen counter, removal of trash, etc. Generally, clean up the Hall and grounds, as it was when you arrived. (You will be given instructions when you reserve the Hall).

If any damage occurs to the Hall, equipment, or grounds as a result of your event, the renter bears the responsibility and this may cause forfeiture of refundable deposit.



*St. Francis Hall is Available For:*

*Wedding Receptions*

*Rehearsal Dinners*

*Anniversary Parties*

*Birthday Parties*

*Holiday Parties*

*Retirement Parties*

*Banquets*

*Luncheon Meetings*

*Repasts*

*And Much More*

*Call us today to book your special event!*

*301-934-8825*

**Special  
events!**

## **GENERAL INFORMATION**

### **Rental Cost:**

Parishioner rate: \$400.00 – up to 4 hours; \$125.00 each additional hour beyond 4 hours.

Non-Parishioner rate: \$550.00 – up to 4 hours; \$125.00 each additional hour beyond 4 hours.

Sunday Discounts: Consider renting our Hall on a Sunday. A discounted rate is available for all Sunday Hall Rentals (\$300 for parishioners; \$412.50 for non-parishioners).

Hall rental is for up to 4 hours. If you are planning to have your event outside of these hours, please contact the Parish office to make special arrangements.

Schedule changes must be made no less than 30 days in advance. In the event the function is cancelled within 24 hours, the deposit is non-refundable.

### **Deposit:**

To secure/confirm event space for a specific date, a \$100.00 refundable security/cleaning/damage deposit is required in addition to the rental fee. The deposit must be collected with a signed contract confirming the rental. The deposit, along with a signed contract confirming the date, day and time, will secure the event space as definite. The deposit will be returned within 30 days after the event date, after the hall passes inspection for damage and cleaning. NO REFUND OF SECURITY DEPOSIT FOR CANCELLATION OF EVENT.

### **Insurance:**

An insurance policy “Special Events Coverage” is required from the renter at least 4 weeks prior to the event.

Option 1: \$125.00 – Renter provides a check to the parish office made payable to the Archdiocese of Washington. (The Parish Office will send the application and payment to Catholic Mutual Insurance for approval).

Option 2: Renter may obtain coverage through an insurance carrier of their choice and provide a copy to the Parish Office.

### **Setup:**

If set up time is needed, this should be scheduled at the time of booking your event. If decoration and set up is needed the day before your event, the fee is \$50.00.