

# PARISH HALL RENTAL FEES AND RULES

## Rental Fees

- \$275 per event
    - Make check payable to St. Joseph's Church (Note: No deposit required but the renter is expected to adhere to the rules.)
    - Fill out the *Hold Harmless Agreement* form.
  - \$95 for Special Events Insurance if alcohol is present at the event
    - Fill out the *Special Events Coverage* form and make check payable to the Diocese of Victoria (at least 3 weeks prior to the event).
  - \$50 to set up the day before the rental date (4 hours maximum)
    - Make check payable to St. Joseph's Church.
- ★ The hall will be open from 8 A.M. to 6 P.M. (No key needed)

## Funeral Meals/Parish Activities

- \$80 for funeral meals
  - Make check payable to St. Joseph's Church.
- St. Joseph's Church societies will continue to use the hall at no charge but will follow the rules. All others are subject to rental fees.

***Note: Send all forms and fees to St. Joseph's Church, P. O. Box 399, Moulton, TX 7975 at least three weeks prior to the event. The Parish Hall will not be officially reserved until all paperwork and fees have been received at the Parish Office.***

## Rules for use of St. Joseph's Parish Hall

Failure to comply with hall rules, cleaning, etc. may result in the loss of the privilege of using the hall next time.

- You are responsible for your guests' actions; if any damage is found repair costs will be billed to you and payment must be received within 14 days of billing date.
- Children must be supervised at all times in the hall and on Church grounds. This includes the Resurrection Chapel and the playground.
- The hall is a non-smoking facility. Smoking is permitted outside only. Do please dispose of cigarette butts properly to prevent fire.
- The use of the kitchen is included in the price of hall rental. It does not include the use of the flat grill and the commercial fryers. ***The flat grill and commercial fryer are for parish use only.***
- Portable butane canisters cannot be used in the kitchen.
- Do not pour grease into the sink or outside.
- Clean sinks thoroughly using hot soapy water.
- Put all kitchen utensils back in place.
- Wipe up any spills on stoves and floors.
- Make sure all stoves/ovens are turned off.
- Do not leave leftover food in the refrigerator.
- Tie shut trash bags and take all trash to the dumpster located outside.
- Make sure all tables and chairs are put back where they belong.
- Turn off air conditioner/heater and all fans before your leave.
- Turn off lights in the hall, and the entrance to the hall before your leave.
- Leave hall usable for next renter.

★ ***The Parish reserves to itself the right not to rent our facilities for events and to entities whose philosophies and/or works are contrary to the teachings of the Catholic Church.***