

Prince of Peace Catholic Church
7893 N. Grissom Rd.
San Antonio, TX 78251
(210) 681-8330

Fellowship Hall Rental Agreement

Renter Name: _____

Renter Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Parishioner #: _____

Contact number: _____ Alt. Number: _____

Type of event: _____ MAX # Guests: _____

Date of event: _____ Day of the week: _____

Time rental begins: _____ **Time rental ends:** _____

Open Time: _____ **Close Time:** _____

THIS AGREEMENT is made by and between the above-named person(s), hereinafter referred to as “renter(s)” and Prince of Peace Catholic Church, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

When making your reservation you must set the date and time for your event. Application for the use of the building must be made in writing. Rental of the Reception Hall does not include a kitchen capable of food production, only microwave may be used. Use of the stove or oven is strictly prohibited. The refrigerator is not available for use. Ice chests and ice may be brought in for use. Roasters and warming trays may be brought into the kitchen and plugged in for use.

Rental includes the use of chairs, rectangle and round tables. Tables and Chairs are to be picked up and carried or moved with the use of a dolly. There are 29 round tables (seat 6), 10 rectangle tables (seat 8), 19 folding tables (seat 14) and 340 chairs which can be found behind the partition in the hall. Do not drag chairs and tables across the floor. Chairs and tables are not to be taken outside for any reason without the express approval of the Parish Administrator or Pastor.

The rental cost can be paid in one lump sum or as agreed. However; the full cost must be paid at least thirty (30) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of \$200.00 for security and damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. The Rental Agreement and a security/damage deposit must be received within thirty days (30) days to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

Whereas, Prince of Peace Catholic Church is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Prince of Peace Catholic Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or

corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless Prince of Peace Catholic Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting the Prince of Peace Catholic Church must be at least twenty-one (21) years and older with no exceptions. This rule is strictly adhered to.

The Prince of Peace Catholic Church Parish Hall is the sole property of Prince of Peace Catholic Church and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

Conditions:

1. Purpose of Use:

All events must be in accordance with the teachings of the Holy Roman Catholic Church. The pastor is the ultimate arbiter of what is and is not in compliance with the teachings of the Holy Roman Catholic Church. All events may be cancelled up to the date of the event or even during the event if it becomes apparent that the event is not in compliance with the teachings of the Holy Roman Catholic Church.

2. Occupancy:

Maximum occupancy for Prince of Peace Catholic Church is not to exceed 175 people. The total number of persons attending any event must be kept to 175 persons or less in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

3. Security

In compliance with Archdiocesan policy, Prince of Peace is required to contract 2 uniformed, duly commissioned and employed law enforcement officers from Bexar County Precinct #6 for functions/events held at Prince of Peace Catholic Church where the number of guests exceeds 99 and also when alcohol is served. Officers, who are considered guests at the function/event, are not permitted to fill this role. Law enforcement officers are to be on duty from the time your event begins to the time people have cleared the building. All events require 1 security officer if there are less than 99 guests and no alcohol, during regular work hours, a security officer is not needed. If there are more than 99 guests or alcohol is served 2 security officers are required.

4. Damages:

A Walk-through inspection will be scheduled before and after each event. Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and Prince of Peace Catholic Church representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- The proper handling of all equipment and furnishings.

The \$200.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by Prince of Peace Catholic Church until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of Prince of Peace Catholic Church. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the 200.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$200.00 will result in you forfeiting any future use and/or rental of the facility.

5. Deposits/Payments:

Payment for deposit or rental may be made with a personal check, cash, or credit card and must be paid at least thirty (30) days prior to the date of the event. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of Prince of Peace Catholic Church.

6. Cancellations:

If renter(s) cancel for any reason within thirty (30) days prior to the event date, all parties agree that a \$200.00 processing fee will be charged for cancelled reservations.

If Prince of Peace Catholic Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by Prince of Peace Catholic Church, and Prince of Peace Catholic Church is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

7. Check-in and check-out Time:

Check-in and check-out times are strictly enforced in order to prepare Prince of Peace Catholic Church for other scheduled events.

Rental of the hall will be for a maximum of 6 hours (4-hour guest time). This allows 1 hour prior to the event for decorating and one hour after the event for tear down and clean up. All events must end by 11:00 pm and clean up must conclude by 12:00 am. If renter(s) goes after the allotted time, they will incur a penalty on their security and damage deposit. This is non-negotiable.

8. Use of Property:

The responsible party will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the setup and tear down of the event. Renter(s) are responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time.

No property belonging to Prince of Peace Catholic Church shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$200.00 deposit at the discretion of Prince

of Peace Catholic Church. All Prince of Peace Catholic Church's, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

The Church does not provide projectors or speakers system equipment. The renter may bring in their own equipment at their own expense. Central A/C or Heating systems will be turned on one hour (1) prior to the event and turned off at the end of the event. Prince of Peace is not responsible for any equipment brought to the facility by renter or decorations left behind after the event.

9. Cleaning/Clean-up:

Prince of Peace Catholic Church and associated facilities will be delivered clean to the renter(s). No cleaning services are provided during the event.

Rental of the hall will be for a maximum of 6 hours (4-hour guest time). This allows 1 hour prior to the event for decorating and one hour after the event for tear down and clean up. All events must end by 11:00 pm and clean up must conclude by 12:00 am. If renter(s) goes after the allotted time, they will incur a penalty on their security and damage deposit. This is non-negotiable.

The following general cleaning is required at the conclusion of the rental:

1. Renter is responsible for emptying trash cans and disposing trash after the event. Trash bags must be taken to the dumpster receptacle in the designated area.
2. Renter must remove all food items, beverages and condiments belonging to renter at the completion of the event. Do not use food or beverages in the kitchen that do not belong to you.
3. Renter must provide dishtowels, paper products, tablecloths, plastic ware, etc. for said event.
4. Renter must wash, dry and return to original storage area any utensils, dishes, items used from the kitchen.
5. All countertops, sinks, stoves and other surfaces must be wiped down prior to leaving the premises.
6. Hall and kitchen floor must be swept before leaving the premises.
7. Remove all decorations, balloons, and other party materials.

10. Smoking:

No smoking is allowed anywhere inside Prince of Peace Catholic Church Parish Hall. Smoking is allowed in the parking lot. This rule will be strictly adhered to.

11. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider.

12. Decorations:

The following rules are applied and must be followed by all renter(s):

- a.) All decorations must be free standing. No objects are to be affixed to any wall or ceiling.
- b.) No nails, tacks, pins, screws, staples, tape or other adhesives of any kind may be affixed to the facilities.
- c.) The use of birdseed, glitter, rice, confetti, silly string, glow sticks, fireworks or similar items are not permitted inside the building or anywhere on the premises.
- d.) Helium balloons are allowed for decorating purposes only and must be securely fastened. Fee-floating balloons are not allowed.
- e.) No salt, sand, cornmeal or dancing dust, wax or any kind may be put on the floor by the renter.

- f.) Only light strings manufactured for indoor use are allowed. No open-flamed candles are allowed. Battery operated candles are permitted.
- g.) The use of a smoke or bubble machine is prohibited.

13. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

Parishioner Rates:

Parishioner rates are offered when the person making the reservation for the event is a registered parishioner of Prince of Peace Catholic Church for more than one year at the time of contract signing.

Parishioners are prohibited from renting the facility for a non-parishioner in order to receive the parishioner rate/discount.

Rates for the hall are as follows:

Rental Hall Rates

Rates:

<u>Parishioner (per hr. max 4)</u>	<u>\$ 100.00</u>	# of hrs. _____
<u>Non-Parishioner (per hr. max 4)</u>	<u>\$ 150.00</u>	# of hrs. _____
<u>Security Deposit (Mandatory)</u>	<u>\$ 200.00</u>	(Refundable)
<u>Security Fee (hourly per officer)</u>	<u>\$ 30.00</u>	# of Officers _____ # of Hours _____

SUBTOTAL \$ _____

PAYMENTS

Date	Amount	Cash/Ck/CC	Receipt #	Balance Due

Prince of Peace Catholic Church may not be used for any unlawful purposes.

Prince of Peace Catholic Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Prince of Peace Catholic Church cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to Prince of Peace Catholic Church and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this _____ day of _____, 20_____.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Prince of Peace Catholic Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the Prince of Peace Catholic Church.

X

Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Prince of Peace Catholic Church so as to permit the Applicant the right to use the Premises at the time or times specified there in.

Prince of Peace Representative

Date

Prince of Peace Catholic Church wish that our guests have a beautiful, fun, and memorable event, but request that the Prince of Peace Catholic Church buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.