



ST. JUDE R.C. CHURCH

– Working together to proclaim the Lord, Jesus in our midst–

40 Maxim Dr., Hopatcong, New Jersey 07843 · Tel: 973.398.6377 · Fax: 973.398.0121

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Rev. Father Peter Wierzbicki, Administrator

PARISH CENTER RENTAL CONTRACT

Rental fee is \$400.00 for eight [8] hours, which includes use of the kitchen facilities. The standard 8-hour rental period is INCLUSIVE of your set-up and clean-up time. A one hundred dollar [\$100] charge per hour or any part of the hour will apply after 8 hours. All events must end by 11 PM. The rental fee is required at the time of execution of this contract

A \$250.00 SECURITY FEE IS REQUIRED UPON RESERVING PARISH CENTER.

Your date will be tentatively reserved at the time you provide a \$250 security deposit. This check will not be deposited until after contract execution. Failure to complete contract execution within 10 business days from reserving your date may result in forfeiture of the date.

When St. Jude Parish Center is rented it is to be cleaned-up and set back up the way it was. Any cleaning of the Parish Center or damage to tables, chairs, etc. will be deducted from your deposit. You will be charged the replacement price of the broken item. [\$100 for a table and \$50 for a chair] If damage exceeds the deposit, the person who rented the Parish Center will be held responsible.

Initial: _____

I would like the cleaning service to clean the Parish Center for an additional \$100

Initial: _____ Yes: _____ No: _____

St. Jude's accepts no responsibility for anyone hurt on the property due to their negligence. Sale of alcoholic beverages requires a NJ ABC license. It is the obligation of the rental party to assure that everyone is able to drive. The rental party, by executing the rental contract, shall agree to indemnify, and hold harmless the Church of St. Jude, and the Diocese of Paterson its agents, servants, employees, from and against any claim, damage, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities (see INDEMNIFICATION AND HOLD HARMLESS LANGUAGE on page #4). A *Certificate of Insurance* **MUST** be supplied. *Insurance* may be obtained from the Diocese of Paterson (via [K & K Insurance](#)) for a fee. See "Special Event Insurance" on page #4 for details.

PARISH CENTER RENTER RESPONSIBILITIES:

The following must be complied with on the day of rental.

1. All tables and chairs are to be cleared off of any trash.
2. All garbage bags are to be properly secured to prevent spilling, and placed in the dumpster outside of the Parish Center.
3. Remove all decorations throughout the Parish Center.
4. If alcoholic beverages are to be served:
 - Beer cans ONLY no bottled beer.
 - Observe all town, city, county and state laws and regulations regarding alcoholic beverages.
 - No one under 21 is allowed to consume or serve any alcoholic beverages.
 - Lessee will be held responsible for the violation of any laws and regulations regarding alcoholic beverage in the State of New Jersey.
5. Confetti is not allowed; in the case of violation of this, the deposit of \$ 250.00 will **NOT** be refunded
6. Only one sound system or band
7. Arrange all tables and chairs in its original set-up
8. Clean the floor
9. Clean the restrooms
10. Assure to the cleanliness and order of the complete Parish Center

Initial: _____

YOUR RENTAL HOURS:

_____ P.M. to _____ PM. Music will turn off at _____ PM.

(NOTE): In the event of change of time; e.g., standard time to daylight saving time or vice versa, the difference in the numbers of hours are not included and must be considered separately.)

EVENT CAPACITY:

FULL-PARISH CENTER: MAXIMUM _____ PEOPLE

USE OF KITCHEN FACILITIES

Will kitchen be used for cooking? YES: _____ NO: _____

I/We accept the terms of this proposal.

Signature: _____ **Date** _____

Print Name: _____

ST. JUDE CHURCH WILL NOT BE RESPONSIBLE FOR THE LOSS AND SAFEKEEPING OF PERSONAL PROPERTY, INCURRED WITHIN THE PREMISES.

UPON READING AND UNDERSTANDING FULLY THE TERMS OF THIS CONTRACT, I

Print name

HEREBY AGREE TO RENT THE ST JUDE PARISH CENTER

ON THIS DATE: _____ FROM _____ TO _____
Time

THE NUMBER OF PERSONS ATTENDING THIS EVENT WILL BE: _____

PASTOR'S SIGNATURE

RENTER'S SIGNATURE

PASTOR'S Name: _____

RENTER'S Name: _____

Date: _____

Date: _____



FOR OFFICE USE

PARISH CENTER RENTAL

(NOTE): Renter must acquire insurance prior to Event.
(Information Attached)

(The following to be completed the day of your event)

Arrival time _____ Renter Initial _____ St Jude Initial _____

Departure Time _____ Renter Initial _____ St. Jude Initial _____

Was the Parish Center left clean: _____

Total Cost _____

Date: _____

Make your deposit / Rental Check to: St. Jude Church

PAYMENT: \$ _____

Date Paid: \$ _____

New Balance: \$ _____

**DIOCESE OF PATERSON:
INDEMNIFICATION AND HOLD HARMLESS LANGUAGE**

“To the fullest extent of the law, _____, shall indemnify, defend and hold harmless the Most Rev. Arthur J. Serratelli, S.T.D., S.S.L., D.D., Bishop of the Roman Catholic Diocese of Paterson, and his successors in office and all affiliated parishes, schools, including ST. JUDE CHURCH, and institutions from and against any and all claims for bodily injury and/or property damage, damages, losses, and expenses, including but not limited to Attorney’s fees, arising from _____ use of the property owned by the Diocese or any of its related entities.

_____’s agreement to indemnify specifically INCLUDES any and all claims, damages, losses and/or expenses resulting from bodily injury and/or property damage, sickness, disease or death or injury to or destruction of tangible property caused in whole or in part by the negligence of a party indemnified hereunder.

_____’s insurance is primary over all other available insurance.”

Special Event Insurance

In order to expedite the Parish Center rental process the Diocese of Paterson has partnered with [K & K Insurance](#) so you can directly secure and purchase insurance coverage for your event.

To purchase your Certificate of Insurance go to <https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>. Click on “Diocese of Paterson” from the pull-down menu, select Search, then select St Jude Church (40 Maxim Dr, Hopatcong) and the system will take you through the process of describing your event and purchasing coverage.

Once the transaction is completed, you will receive via email a Binder/Certificate evidencing coverage. St Jude Church will also receive a copy of your Certificate as part of the application process.

For event insurance assistance or questions contact:

K & K Insurance

<https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>

E-Mail: Use the “Ask us a question/E-mail” form on the K&K website

PH: 1-800-553-8368

FAX: 1-260-459-5624



RENTER INFORMATION

First Name: _____

Last Name: _____

Address: _____

ORGANIZATION NAME _____

Phone: _____

E-mail: _____

Type of Event: _____

Someone from the St Jude will provide you access to the Parish Center on the day of your event. Please contact the Parish Business Office [973-398-6377, Option #3) two (2) business days prior to your event for details. **TIME STARTS WHEN YOU ARE GRANTED ACCESS TO THE PARISH CENTER AND ENDS WHEN THE LAST PERSON LEAVES THE PARISH CENTER.**

YOU WILL RECEIVE A COPY OF THIS CONTRACT WHEN SIGNED. IF YOU HAVE ANY QUESTIONS ABOUT THE TERMS, PLEASE CALL Kathy Barger AT (973) 398 – 6377, Business Office (Option 3), Administrative Assistant.

Renter's Signature _____ Date: _____