

St. Joseph Catholic Church

Custos Iesu, Custos Noster

Parish Family Center Rental Rates

Events:	Funeral Meals	Bridal Showers	Rehearsal Dinners
	Reunions	Birthdays	Christmas Parties
	Meetings	Anniversaries	Wedding Receptions

Rent:	Funeral Dinners (Dining Room & Kitchen)	
	Parishioner:	Donation Accepted -- No Fee
	Non-parishioner:	\$125

Dining Room & Kitchen	Parishioner	\$150 for 4 hours \$25 each additional hour
	Non-parishioner	\$200 for 4 hours \$25 each additional hour
Entire Hall	Parishioner	\$375
	Non-parishioner	\$450

If alcohol is to be present, the renter must purchase a special liability insurance policy that costs \$95 providing \$1,000,000 in coverage. The policy must be purchased between six months to two weeks prior to the event—the paperwork is available through the parish office. If the individual/organization has this same liability coverage and will provide a certificate of insurance indicating St. Joseph Church and the Diocese of Victoria as additionally insured through the policy, there will be no need to purchase this special coverage.

Deposit: \$100 deposit fee required upon booking to secure hall date. Cancellation of an event requires two weeks notice prior and deposit will be refunded.

Entire rent due prior to function. After function, deposit will be returned (if there has been no damage to Church property) when rental keys are turned into the office.

Set-Up Fee	0-100 Chairs & 10 tables	\$50
	101-350 Chairs & 30 tables	\$75
	351-500 Chairs & 50 tables	\$100

If you do the set-up, you will be responsible to clean the tables and chairs and store them properly.

Clean-Up Fee	Kitchen & Dining Room	\$50
	Entire Hall	\$125

The lessee must dispose of all trash.

RULES & EXPECTATIONS WHEN RENTING FAMILY CENTER

No wedding ceremonies may be held in the Family Center

No Smoking...No machines that produce smoke

No dances...No DJs or Karaoke

No standing or sitting on tables...no standing on chairs

Do not drag table and chairs across the floor...Do not remove tables/chairs from building

Freestanding displays only...NO tape, tacks, staples on walls, doors, windows, ceiling, tables or chairs

Tape permitted on floor only to secure electrical cords...residue must be removed

No hanging objects from ceiling or fans (balloons, string, piñatas, etc.)

No confetti, potpourri, rice, birdseed or glitter

No paint, shoe polish, magic markers, crayons, silly string or shaving cream

Candles must be placed in secure, spill-proof receptacles

Tables MUST be covered for functions that include meals -- table coverings & paper goods must be cleared

Alcoholic beverages CANNOT be sold under any circumstances

No beer kegs allowed in the hall...Kegs must remain on concrete floor in the room adjacent to the kitchen

Ice chests must be placed on absorbent material (towels, rugs, mats, etc.)

Do not block exits/doors -- Do not block front drive or doors -- Emergency Use only

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Rental Contract for St. Joseph Parish Family Center

This contract is entered into by and between the St. Joseph Parish hereinafter referred to as the LESSOR and

hereinafter referred to as the LESSEE.

Witnesseth: That Lessor does hereby lease and let to Lessee and Lessee hereby rents and accepts the following Center Area or Areas of the St. Joseph Family Center for the specified date and/or dates, time and/or times, and under the following contractual conditions:

Center Area/Areas: Entire Hall _____ Dining Room & Kitchen _____

Date of Usage: _____ Time of Usage: From _____ To _____

Date of Usage: _____ Time of Usage: From _____ To _____

ALL RENTAL RATES AND FEES SHALL BE THE CURRENT ADOPTED RATES AT TIME OF USAGE. ANY ADDITIONAL CHARGES WILL BE ADDED AFTER TIME OF USAGE.

FEE & CHARGES: Deposit: \$ _____ Rent: \$ _____

Additional Hours: \$ _____ Insurance: \$ _____

Set-Up: \$ _____ Clean-Up: \$ _____

Miscellaneous: \$ _____

TOTAL PRELIMINARY AMOUNT BALANCE DUE: \$ _____

PREPAYMENT: 100% Prepayment of Contract guarantees Rates for a 12 month period.

Lessee agrees to all the above financial terms and hereby agrees to pay the required deposit amount of \$ _____; and also agrees to pay the remaining contractual amount before the execution of this legal document as a Reservation/Deposit Contract on _____, 200__.

LESSOR

Date

LESSEE

Date