

SAINT ANNE CATHOLIC CHURCH BROKEN ARROW, OK

PARISH HALL / ST. FRANCIS HALL MEETING ROOM CONTRACT

The policies listed are the result of a combined effort between parish staff and a committee of parishioners. These rules are not intended to prohibit building usage but rather to ensure the safety of those using our facilities as well as to protect the church in areas of liability, to prevent unauthorized usage and to assure that our facilities remain in good condition.

GENERAL INFORMATION

Rental of the Parish Hall or St. Francis Hall meeting room is open to parishioners, parish groups and diocesan groups. Other non-parishioner groups will be considered on an individual basis. A parishioner (for the purposes of this contract) is defined as one who is registered at St. Anne Church and is supporting the parish through the envelope system. The supporting parishioner must be registered six (6) months prior to requesting a date.

The Parish Hall / St. Francis Hall meeting room is available for the following:

- Wedding Receptions
- Sacramental Receptions
- Anniversary - Birthday Parties
- Private Parties (with approval of the pastor)
- Family Reunions
- Showers (Bridal or Baby)
- Parish Organization Meetings (no charge)
- Funeral Meals (no charge)

The Parish Hall / St. Francis Hall meeting room is not available for the following:

- Fund-raisers of organizations outside the church
- Non-Parishioner social gatherings/Business sponsored parties (unless a special contract has been negotiated with the pastor and parishioner is a member of the group.)

Scheduled parish activities take priority over any potential or unscheduled rentals. Scheduling may only be done after the completion of the parish calendar every six (6) months, with the exception of wedding receptions.

FEES *There are no charges for St. Anne parish organizations or diocesan groups.*

Parish Hall charges are as follows: (limit of 300 people)

- Rental Fee \$250 for parishioners for five (5) hours
 \$75 for each additional hour (includes monitor)
- Setup Fee \$50 per hour prior to the event depending on
 availability of the hall.
- Cleanup Fee \$200 (Optional – You may choose to cleanup
 the hall yourself. **(The kitchen is always the
 renter’s responsibility to clean whether a
 cleanup fee is paid or not.)** Please note: if
 you choose to clean up the hall yourself, this
 will need to be done within your 5 hour rental
 time. You will be charged additional fees if you
 run over your contracted time.
- Damage Deposit \$400 – alcohol, \$200 - no alcohol (Refundable -
 Deposit returned if no damage is found and
 hall is cleaned properly.)
- Cancellation Fee \$75 if event is canceled within fifteen (15) days
 of booked date

The rental fee for those outside the parish is \$500 with other fees remaining the same.

St. Francis Hall Meeting Room charges are as follows: (limit of 50 people)

- Rental Fee \$150 for parishioners for five (5) hours
 (includes monitor)
- Cleanup Fee \$75 (Optional – You may choose to cleanup
 the hall yourself.
- Damage Deposit \$200 – alcohol, \$100 - no alcohol (Refundable.
 Deposit returned if no damage is found and
 hall is cleaned properly.)

The rental fee for those outside the parish is \$250 with other fees remaining the same.

RESERVATIONS

The reservation for your scheduled event must be made in person at the church office. A reservation is considered accepted with a deposit and a signed contract. All checks will be deposited. Should a check be returned, there will be check charge of \$35 and the event will be removed from the calendar. The deadline for final payment of rental fee, as well as any setup and cleanup fees, is ten (10) days prior to the event. If final payment is not received, your reservation will be cancelled.

Parish hall rental includes the use of available tables and chairs. The booking party must receive in person instructions and do a pre-inspection of the hall with a member of the parish office staff, during regular office hours, 8:30 AM – 3:30 PM at least three (3) days prior to the event.

The curfew for the parish hall is midnight. Required clean-up and removal of all personal items must be completed by curfew time.

ALCOHOLIC BEVERAGES

When alcoholic beverages are served at non-parish activities, the sponsoring group/parishioner is responsible for preventing abuses and prohibiting consumption by a minor. This means that no bar, champagne fountain etc. can be left unattended. Supervision of the distribution of alcohol shall be made to avoid anyone becoming intoxicated. Should anyone drink in excess and wishes to drive, those in charge of the function are responsible to provide transportation home for that person. **Neither St. Anne Church, or its employees, nor the Diocese of Tulsa or its employees, are responsible for any loss of property, or accident, or injury caused or sustained by anyone, as a result of consuming alcoholic beverages on parish grounds. YOU WILL BE LIABLE for any accidents or injury resulting from misconduct by yourself or any guest who has consumed too much alcohol.**

CHILDREN

No children under the age of twelve (12) are allowed in the kitchen during the actual function, for the sake of their safety. With adult/parental supervision, children may be permitted in the kitchen during pre-preparation time.

EQUIPMENT AND FURNITURE USAGE

The sound system is not available for rental use. The stage is available for use by booking party for entertainment and music purposes. Hired DJ's should have their own sound system.

A dance floor is available to rent for \$200 if desired. It will be assembled and dismantled by church personnel.

There are 28 round tables (60"), 10 - 8' rectangular tables, 10 - 6' rectangular tables, and approximately 300 chairs available for use during your event. Do not allow anyone to sit on tables. Do not slide tables and chairs across the floor. **There will be an additional charge if floors need re-waxing or buffing after use.**

The air conditioning/heating thermostats should not be adjusted. If there is a problem with the temperature, please approach the monitor to take care of the trouble.

DECORATIONS

No nails or tape may be used on walls or ceiling to hang or support decorations and signs. Other decorations must be free standing or self-sufficient. You may not remove any items from the bulletin board on the west wall. However, currently we have available a very nice ivory drape you may use to cover it if you wish. Any damages or changes to the original condition of the walls or ceiling will result in an additional fee depending upon the extent of the damage.

Candle use must be approved prior to the event. Rice, birdseed, rose petals and decorative confetti are not allowed, inside or out, under any circumstances. The use of bells, bubbles or balloons is preferred. It is the renter's responsibility to clean up and dispose of left over debris regardless of the weather conditions. Decorations for bridal couple's departure car must not result in any parking lot and/or grounds trash or damage.

KITCHEN USE

The kitchen is available for catered events but the kitchen steam-table, food warmer, convection ovens and stove are not available for cooking, without permission from the parish office. Please discuss your needs with parish personnel when you place your deposit on the hall. Only prep tables, microwave, refrigerator, freezer, icemaker and sinks can be used. All pots, pans and utensils are church property and not for general use. The renter is responsible for providing their own cleaning products and dish towels. Caterers are welcome to come and inspect the kitchen prior to the event.

SMOKING

No smoking or use of any tobacco products is allowed inside any of the parish buildings. If you or your guests are smoking outside, it must be done in the designated smoking area east of the kitchen entrance. The renter is responsible for any cleanup of the area.

DEPOSIT RETURN

For deposit return or refund the following must be observed:

- Pre-inspection by facilities manager with booking party
- Post-inspection by facilities manager with booking party
- Refund will be returned 7-10 days after the event

In the event you have to cancel your reservation prior to your event date, your deposit and any paid fees will be returned if the parish is notified in writing within 15 days of the scheduled event, otherwise a \$75 cancellation fee will be assessed.

Please understand the booking party is responsible for any damages that occur during the event. Damages will be assessed and subtracted from your deposit. You will be liable and responsible for any additional damage charges. The return of your deposit is also dependent upon the final condition of the hall. St. Anne's Parish is not responsible for any personal belongings and equipment left, lost or stolen during and after an event, and holds no liability for anyone injured on the property during the time you occupy the building and grounds.

HALL RENTAL RULES

No children, food, or drink are permitted on the stage or window sills.

All children must be supervised at all times while in parish buildings and on parish property.

No children under the age of 12 permitted in the kitchen.

No pets allowed.

No sporting goods equipment, balls, frisbees etc. allowed inside the building.

No smoking or tobacco products allowed inside parish buildings.

Smoking in designated smoking area only.

Keep doors closed to retain chilled or heated air.

Clean up spills.

All trash must be bagged and placed in large trash receptacle outside of kitchen.

All leftover food and beverages must be removed from refrigerator and freezer at the end of the event.

All personal belongings and those items brought in by the booking party (anything not belonging to the church) must be removed after the event has ended.

Be aware that other Church functions may be conducted simultaneously with your hall rental. User is responsible to see that members of his/her party do not intrude upon those functions and that guest decorum is considerate of those functions.

KITCHEN RULES

- Kitchen may be used with permission only. Please contact the parish office.
- Personnel using cooking equipment must attend a briefing on proper use of said equipment.
- Steamtable must have at least one inch of water in each well to be used before it is turned on. Water should be maintained in each well as long as that well is in use.
- At the end of the event steamtable should be drained of water and cleaned. Drain valve should be left in open position.
- Contents of ice machine should be kept rotated to the front to refresh ice supply. Ice scoops should not be left in the ice bin.
- Warming cabinet should be left in heating position. **DO NOT SWITCH TO PROOF.**
- The stove and oven are to be cleaned after each use, including the grease pan under the grill.
- Empty food strainers in floor drains before leaving.
- The pantry is locked. Parishioners should contact the parish office to check out a key for their parish events.
- All food left in freezer and refrigerators is to be dated and marked with organization's name. Periodically this merchandise will be culled and thrown out or if still usable, it will be sent to a charitable organization.
- The kitchen, all equipment and floor should be left clean and in proper order.

ST. ANNE CATHOLIC CHURCH

HALL – BOOKING CONTRACT

NAME _____ Date of Event _____

Address _____

City _____ State _____ Zip _____

Phone: Home _____ Work _____

Cell _____ Email _____

Purpose of Rental _____

Number of Guests Expected _____ Kitchen Needed _____

Caterer _____ Caterer Phone _____

Hours Needed _____ until _____ Set-up Time _____

RENTAL CHARGES

		Date Paid
Parish Hall	_____	_____
St. Francis Meeting Room	_____	_____
Clean-up Fee	_____	_____
Set-up Fee	_____	_____
Damage Deposit (Refundable)	_____	_____
Dance Floor (18' x 15')	_____	_____
Total	_____	

I (we) have read the rules for using the Parish Hall/St. Francis meeting room and understand that the deposit will be returned to me (us) if all rules are followed and if the facility is left in its original condition.

I (we) do not hold St. Anne Catholic Church, nor the Diocese of Tulsa, liable for any claims made by anyone attending the event, for any accidents or injury which may occur on the property.

Renter's Signature _____ Date _____

Staff Member Signature _____

Deposit Refunded: Check# _____ Amount _____ Date _____