

Sacred Heart Church Facilities Rental Agreement

Please Print

Today's Date: _____

Date of Event: _____ Total hours needed: _____

Name of event: _____
(i.e. Wedding reception, Party, Funeral)

Brief explanation of nature & activities of event: _____

Approximate number in attendance: _____ Knights of Columbus Bar needed: _____
(Maximum 280 persons)

Responsible Party: _____

Responsible Party's address: _____

_____ Home Phone: _____

Work Phone: _____ Cell or Pager: _____

I understand that as "Responsible Party" I am required to be in attendance for the entirety of the event _____
initial

- | | | |
|---|----------------|-------|
| <input type="checkbox"/> Entire Biedermann Hall | \$ 1,200 | _____ |
| <input type="checkbox"/> Kitchen Only | \$ 200 | _____ |
| <input type="checkbox"/> Meeting Room, Padre Serra (4 hrs; each additional hr. \$10) | \$ 200 | _____ |
| <input type="checkbox"/> Picnic Area (6 hours) | \$ 200 | _____ |
| <input type="checkbox"/> BBQ Trailer (per day/fuel not included) | \$ 50 | _____ |
| <input type="checkbox"/> Hall Cleaning fee | \$ 200 | _____ |
| <input type="checkbox"/> Kitchen Cleaning deposit | \$ 200 | _____ |
| <input type="checkbox"/> Facility Damage/Loss deposit (incl keys) | \$ 600 | _____ |
| <input type="checkbox"/> Parking Lot/Exterior Damage/Loss deposit (incl keys) | \$ 100 | _____ |
| <input type="checkbox"/> Security Guards, approx. \$25 per guard/per hour (minimum of 2 guards, deposit estimated) | \$ 800 | _____ |
| <input type="checkbox"/> Supervisor fee | \$1 per person | _____ |
| <input type="checkbox"/> Fee to have tables and chairs put away (optional) | \$ 50 | _____ |
| <input type="checkbox"/> Prior evening set-up/rehearsal, 5pm-9pm (optional) | \$ 50/evening | _____ |

Lessee must purchase own insurance policy for the event

Estimated Total Cost: _____

First payment of _____ received on _____

Additional Payment of _____ received on _____

Additional Payment of _____ received on _____

Balance of _____ due on or before _____

Signer acknowledges receiving, reading and agreeing to the information, fees, and requirements contained herein. Additionally, signing this Rental Agreement acknowledges that you have received, read and understand the “*Information and Guidelines*” information provided; and you agree to abide by it, and acknowledge your responsibility to make all persons connected with your event aware of its contents and abide by it. Failure to abide by the terms and conditions of this agreement may result in the termination of your event without refund. If Responsible Party is representing a Parish Association, (as defined under Hall User List), it is understood that the Association individually & as a group financially and spiritually support Sacred Heart Church. Terms are subject to change without notice. Signed Rental Agreement and deposit confirms facility reservation.

Signature of Responsible Party

Date

Don Mulville – Special Events Coordinator
(805) 797-4474

Date