



Facilities Rental Agreement

Today's Date: _____

Date of Event: _____ Total hours needed: _____

Type of event: Wedding Reception Quinceañera Reception Funeral Reception Other: _____

Approximate number in attendance: _____ Bar needed: ___ Yes ___ No
(Maximum 280 persons)

Event Time: Start _____ (AM or PM) End _____ (AM or PM)

Begin Set-Up Time: _____ (AM or PM) End Clean-up Time: _____ (AM or PM)
**Please Note: Set-up time should be before the event starts and clean-up time should be after the event ends*

Brief explanation of nature & activities of event: _____

Responsible Party: _____

Responsible Party's address: _____

Phone Number: _____ Other Phone Number: _____

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

Initial:

Entire Biedermann Hall (incl. Kitchen & Padre Serra Room)	\$ 1,200	
Kitchen Only	\$ 200	
Meeting Room, Padre Serra (4 hrs; each additional hr. \$10)	\$ 200	
Picnic Area (6 hours)	\$ 200	
Hall Cleaning fee	\$ 200	
Facility Damage: Interior, Exterior & Key Deposit (refundable)	\$ 900	

- Kitchen Cleaning
- Facility Damage
- Parking Lot/Exterior Damage

Security Guards, (*Minimum of 2 guards, deposit estimated ½ hr. before and after event*)

Approx: ___ hrs. x \$28 per guard = \$ _____ per hr.

Total Security Guards _____ x \$ _____ amt. per hr. = _____

Supervisor fee \$ 1 per person _____

Fee to have tables and chairs put away (optional) \$ 50 _____

Prior evening set-up/rehearsal, 4pm-9pm (optional) \$ 50/evening _____

Lessee must purchase own insurance policy for the event Varies

<https://www.kandkinsurance.com/Pages/Home.aspx>

Estimated Total Cost: _____

First payment of _____ received on _____ Rec.#: _____

Additional Payment of _____ received on _____ Rec.#: _____

Additional Payment of _____ received on _____ Rec.#: _____

Balance of _____ due on or before _____ Rec.#: _____

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, and as a group financially & 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:

Special Events Coordinator

Date:

OFFICE NOTES:

OFF: _____ BUS MGR: _____ JT: _____ SG: _____ SUP: _____