

# RENTAL AGREEMENT Non-Parishioner

for facilities of All Saints Parish – Guilford, IN

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_

**LOCATION OF EVENT (please check one):** *St. Joseph addresses are West Harrison, IN 47060, all others are Guilford, IN 47022*

Select One	Facility	Address	Capacity	Kitchen Use	4 Hour Cost	Ea. Addtl Hour*	Wedding Cost**
	St. John the Baptist Hall	25743 State Route 1	267	Yes	\$475	\$50	---
	St. Joseph Parish Life Center (PLC)	7536 Church Lane	365	Yes	\$400	\$100	---
	- PLC Gym	7536 Church Lane	300	N/A	\$160	\$40	---
	- PLC Conference / Kitchen	7536 Church Lane	45	Yes	\$120	\$30	---
	- PLC Office	7536 Church Lane	20	N/A	\$80	\$20	---
	St. Joseph School Basement	7536 Church Lane	150	Yes	\$100	\$30	---
	St. Martin Hall	8044 Yorkridge Road	250	Yes	\$160	\$40	\$750
	St. Paul Cafeteria	9798 North Dearborn	50	No	\$120	\$30	---
	St. Paul Gym	9798 North Dearborn	305	Yes	\$160	\$40	\$750

\* HOURLY RENTAL HAS A MINIMUM TIME OF 4 HOURS

\*\* WEDDING RENTAL WILL BEGIN AT 10AM THE DAY OF THE EVENT UNTIL 12 MIDNIGHT ON THE DAY OF THE EVENT. IF ADDITIONAL TIME IS NEEDED FOR SETUP, THAT TIME SHOULD BE AGREED AT TIME OF SIGNING THIS AGREEMENT. THIS RENTAL INCLUDES A FACILITATOR FEE - RENTER IS RESPONSIBLE FOR ALL CLEAN UP

RENTER **MUST** ALSO PAY AN ADDITIONAL DAMAGE DEPOSIT OF \$100 (*This will also secure the requested rental date*).

**Additional fees that may apply:** Clean Up fee \$125 per event

EVENT DESCRIPTION \_\_\_\_\_

RENTAL DATE \_\_\_\_\_ ACTUAL EVENT BEGIN TIME \_\_\_\_\_ AM PM

FACILITIES USE MARKED ABOVE from \_\_\_\_\_ AM PM on \_\_\_\_\_ Date to \_\_\_\_\_ AM PM on \_\_\_\_\_ Date

ENTERING THE FACILITY BEFORE THE TIME LISTED ABOVE OR STAYING LATER THAN STATED ABOVE **WILL** RESULT IN ADDITIONAL RENTAL FEES (*other groups may be in front of you or behind you – so please be courteous*)

NO RENTALS TO END PAST 1:00AM

\$ \_\_\_\_\_ rental  
 \$ \_\_\_\_\_ other fees \_\_\_\_\_  
 \$ \_\_\_\_\_ damage deposit (this will be returned to renter after event)

**TOTAL DUE:** \$ \_\_\_\_\_

PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ Check/Cash: \_\_\_\_\_ PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ Check/Cash: \_\_\_\_\_

**Renters are responsible for all guests and their actions while they are on the premises.** In the instance of excessive clean up having to be done by the parish (i.e. vomit or any bodily fluids on the premises, excessive fluids on floor, trash outside the building, etc.), the renter will be assessed a fee depending on the circumstances and this fee will be taken from their damage deposit OR if no damage deposit was collected, renter will be billed these fees.

## RENTAL CONDITIONS:

1. **Payment of rental fee:** Must be 21 years of age or older to rent and the total rental fee is due at time of signing this agreement. Facility **will not** be held until this is done. Balance is due **prior to event**.
2. Cancellation of this reservation, initiated by the renter, will result in a 20% loss of all monies paid to date of cancellation.
3. All rentals are subject to cancellation by All Saints Parish at any time and for any reason. Best efforts will be made to provide advanced notice of cancellations and all monies paid will be refunded if the cancellation is initiated by All Saints Parish.
4. For Weddings, if additional time is needed for of decorating, set up, etc. this will be accommodated when the schedule allows and should be agreed at time of signing this agreement.
5. Entering the facility before the time stated or staying later than the time stated **will** result in additional rental fees that the renter will be obligated to pay. (**other groups may be in front of you or behind you – so please be courteous**)
6. The renter should arrange a time to pick up a key to the facility at time of signing this agreement.
7. The distribution of alcoholic beverages at any event is subject to the laws of the Indiana Alcoholic Beverage Commission. The renter must obtain all permits for distribution of alcoholic beverages. The rental is also responsible for liability insurance.
8. The renter must follow all rules and regulations of the Indiana Gaming Commission and is responsible for any permits for gaming.
9. Children, under the age of 18, are not allowed in the facilities or on the playground without adult supervision
10. Damage to the facility will forfeit the damage deposit in an amount equal to the amount of the damage. The renter will be responsible to reimburse the parish for all damages.
11. If clean up fee is not included in rental or if renter has not made arrangements for a clean-up team, renters will be responsible for clean up immediately following their rental. If a clean-up team is being used, **renters will be responsible for cleaning off the tables and emptying all trash into the dumpster. Renters are to take all personal items, decorations and rented items out of the building immediately following their rental.**
12. Damage or disposal of personal property left in the building after completion of event is not the responsibility of All Saints Parish.
13. Use of all facilities of All Saints Parish is subject to supervision by the owner.

## RESTRICTIONS:

- A. Use of open flames, glitter, confetti, rice, birdseed and sand are prohibited inside or outside the buildings
- B. No nails, thumbtacks, tape, or staples can be used on the walls, floors, tables, doors, windows or bleachers.
- C. No tables from other facilities may be brought into or removed from the facilities. St. Paul Gym table and chairs are in the gym supply room
- E. ABSOLUTELY NO SMOKING IN ANY OF THE PARISH BUILDINGS.
- F. St. Paul use of school stage and lighting equipment is not permitted.
- G. No pets or animals are allowed in the facilities or on All Saints Parish property.

**Violations of these restrictions could result in loss of part or all of the damage deposit. If damages exceed the damage deposit, then the renter will be billed the remaining balance of the damages assessment.**

**Rental of specific facilities is strictly for THE RENTED FACILITIES AND THEIR CONTENTS ONLY. Use of other facilities and their contents is forbidden unless they are also rented. Additional rental fees will be assessed for unauthorized use.**

I have read, understand and agree to comply with all the above mentioned conditions of this rental agreement. I agree that I shall be responsible for any damages or injury sustained to or on All Saints Parish property as a result of actions by myself, participants, guests, and/or spectators. The undersigned will indemnify, defend and hold harmless All Saints Parish and/or any person affiliated therewith from all Liability for such damage or injury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DAMAGE ASSESSMENT: \$ \_\_\_\_\_ Date: \_\_\_\_\_

DAMAGE DEPOSIT RETURNED: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_