



RENTAL AGREEMENT

6988 North Dearborn Road Suite 100 Guilford, IN 47022

Business Hours: Monday-Friday 6:30AM-5PM; Saturday 8AM-3PM; Sunday 8AM-1PM

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL _____ CELL _____

EVENT TYPE _____ EVENT DATE _____

START TIME _____ END TIME _____

ARRIVAL TIME TO SET-UP (Cannot be more than 1 hour prior. Rental rates apply starting at the time of set up.) _____

GUEST OF HONOR _____ NUMBER OF EXPECTED GUESTS _____

WOULD YOU LIKE A BARISTA TO WORK YOUR EVENT? (ADDITIONAL \$20 CHARGE PER HOUR) _____

ADDITIONAL NOTES FOR STAFF _____

RENTAL AFTER BUSINESS HOURS

Capacity: 65 People

Cost: \$50.00 per hour

Security/Damage Deposit Required to Save Date: \$100.00

Remaining Balance: Due one week prior to the event. Checks made payable to All Saints Parish.

What's Included: Enjoy exclusive access to the lounge and bar area, our drink menu upon request (if a barista is requested to work your event), food packages, and the ability to bring in your own food and drink. **The kitchen area, refrigeration, paper products, and utensils are not included.**

RENTAL DURING BUSINESS HOURS: NOT AVAILABLE ON SUNDAYS OR SATURDAYS BEFORE NOON

Capacity: 25 People

Cost: \$35.00 per hour, due seven days prior to the rental. Checks made payable to All Saints Parish.

What's Included: Enjoy exclusive access to the lounge area, full access to our drink and food menu, food packages, and the ability to bring in your own food and drink. **The kitchen area, refrigeration, paper products, and utensils are not included.**

Email arscafe.asp@gmail.com for additional information.

Optional Amenities	Price	Qty. Desired & Order Details	Total
☐ Coffee by the gallon <i>Includes 1 carafe of coffee, half & half, sweeteners, and cups (choice of glass or to-go cups)</i>	\$30		
☐ Hot Chocolate by the gallon <i>Includes 1 gallon of hot chocolate and cups (choice of glass or to-go cups)</i>			
☐ Desserts by the Dozen <i>Includes plates, silverware, napkins</i>	☐ Macarons - \$12 ☐ Cookies - \$15 ☐ Danishes - \$42 ☐ Cinnamon Rolls - \$42 ☐ Chocolate Croissants - \$30		
☐ Breakfast by the dozen Build your dozen(s) from the following options: Belgian Waffles Egg & Cheese Sandwich Bacon, Egg & Cheese Sandwich Sausage, Egg & Cheese Sandwich	\$45		
☐ Lunch by the dozen Single sandwiches served on a 6 in. hoagie roll, bagel or Texas toast. All sandwiches are sliced and include a variety of bagged chips. Turkey and cheese Ham and cheese	\$84		

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 the 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 security/damage deposit is due at time of signing this agreement. ***The facility will not be held until this is done. Balance is due prior to the 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. 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).
5. Distribution of alcohol is strictly prohibited on the premises.
6. The renter must follow all rules and regulations of the Indiana Gaming Commission and is responsible for any permits for gaming.
7. 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.
8. If a clean-up fee is not included in the rental or if the 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.
9. Damage or disposal of personal property left in the building after completion of the event is not the responsibility of All Saints Parish.
10. Use of all facilities of All Saints Parish is subject to supervision by the owner.

RESTRICTIONS:

- A. Use of open flames, glitter, confetti, rice, bird seed, 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, or windows.
- C. No tables from other facilities may be brought into or removed from the facilities.
- D. ABSOLUTELY NO SMOKING IN ANY OF THE PARISH BUILDINGS.

Violations of these restrictions could result in loss of part or all 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 _____

Assigned Staff: _____