

St. Bonaventure Catholic Church

Raeville, Nebraska

Parish Hall Rental Agreement

Date of Event: _____ Today's Date: _____

Rental Party: _____

Address: _____

Phone Number: _____ Email: _____

Type of Event: _____ Estimated # of guests: _____

- \$100 **Security Deposit** taken out of the **Rental Charge** is due at the time of reservation.
- \$350 **Damage Deposit** is due 30 days before the event. This separate check will not be cashed but returned after the final walkthrough if no damage has occurred.
- The remaining balance of the **Rental Charge** is due 30 days before the event.
- Make checks payable to **St. Bonaventure Parish, PO Box B, Elgin, NE 68636**.
- Total seating available: 400

Rental Charges:

Out of Parish Wedding with Dance	\$650 includes cost of security for dance
In Parish wedding with dance	\$450 includes cost of security for dance
Out of Parish Wedding no dance	\$500
In Parish Wedding no dance	\$300
Out of Parish shower, birthday, rehearsal dinner, family event, anniversary, graduation, etc.	\$200
In Parish shower, birthday, rehearsal, dinner, family event, anniversary, graduation, etc.	\$150
Auction – out of parish or in parish	\$300

Event Payments:

	Amount	Time Due	Date Received	Check #
Rental Charge				
Security Deposit	\$100	When Reserved		
Balance of Rental Charge		30 Days Before		
Damage Deposit	\$350	30 Days Before		

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Parish Hall Policies

A. Rental Fees

1. In order to reserve a date for the Hall, a Security Deposit of \$100 will be due at the time of reservation. This will come out of the total Rental Charge for the event. The Security Deposit is not refundable if the event is cancelled unless there is an "act of God".
2. The remaining balance of the Rental Charge is due 30 days before the event.
3. A Damage Deposit of \$350 will be due 30 days before the event. This check will be held and not "cashed" unless it's necessary.
4. A walkthrough with a parish "coordinator" can occur before the key is handed over. This is optional. Both parties will sign off on the condition of the building beforehand. An optional walkthrough can occur at the end of the rental period to determine if any damage has occurred. If no damage has occurred, the Damage Deposit will be returned. The damage deposit check will be held and not "cashed" unless it's necessary.
5. The Rental Party will fill out an insurance policy through Catholic Mutual at no extra cost. See separate form.

B. Seating and Hours

1. Seating available: 400
2. Rental Hours for non-wedding events: one day constitutes 7:00 a.m. until midnight that day.
3. Wedding Rent covers Friday morning to Sunday afternoon to allow for set up and clean up time for renters.

C. Decorating

1. Table decorations are allowed. The use of tablecloth is encouraged.
2. No decorations may be attached to the walls or ceilings. No nails, tacks, tape, or other items may be used on the walls or ceilings. This includes ceiling fans, light fixtures, or emergency lights.
3. Due to clean up problems and possible damage to the floors, no confetti, glitter, birdseed, bubbles, sand, dance wax, gum, or similar items may be used or thrown inside the building.

D. Kitchen

1. Hall rent includes use of kitchen items found in kitchen cabinets only. Items found in the pantry are not included in the rent. You will need to provide your own napkins, paper plates, paper towels, etc. Dish towels and clothes used must be washed and returned.
2. The parish will provide toilet paper and garbage liners.
3. Following fire code, no frying is allowed on the stove.

E. Sound System

1. If the Hall sound system is used, the volume may be changed, but all other system settings are to remain fixed.

F. Smoking

1. No smoking can occur within the building. Smoking is allowed in the designated area outside. Smokers need to deposit butts in the designated receptacle.

G. Alcohol Use

1. Bar service will be provided by St. Bonaventure Parish for weddings.
2. A pay bar is the only option for all renters.
3. Drinks require 1 ticket, specialty drinks require 1½ tickets, pop requires ½ ticket.
4. The serving of alcohol must comply with all state and city laws. No person under the age of 21 shall be provided alcohol.
5. Alcohol shall not be "self-serve." All alcohol must be served by professional bartenders. Keg beer is not allowed. Beer shall be from cans or bottles only. At the discretion of the bartender and/or security guard, alcohol service may be discontinued for any group or individual. All bar and alcohol service must be discontinued 30 minutes prior to the scheduled end of the Event.
6. No alcohol is allowed outside of the building.

H. Security

1. Wedding dances are required to have security. The parish will provide this service.
2. The security guard must remain at the Event until all individuals vacate the Parish Hall. The security guard's responsibilities are:
 - a. Ensure that alcohol does not leave the premises.
 - b. Enforce the no-smoking policy.
 - c. Ensure that alcohol is not being served to minors.
 - d. Ensure that guests do not enter any rooms other than the room rented, restrooms and common areas.
 - e. Intervention where necessary for the safety and well-being of the guests.

I. Event Cleanup

1. The renter will be contacted by the parish coordinator to set up a walkthrough before and after the event.
2. A cleaning list has been attached to this contract.
3. All garbage must be bagged and put in the dumpster south of the hall.
4. The floor is to be swept.
5. The floor is to be mopped, counters are to be wiped off, stove, refrigerator, and microwaves need to be cleaned. Tables are to be cleaned with a mild detergent and warm water - no harsh solvents. Bathrooms must be swept and mopped. Sinks need to be wiped out. Tables and chairs need to be placed to their original location. Clean up of the grounds is also required of the renter.
6. The Rental Party may also decide to purchase professional cleaning through the parish for an extra fee to take care of the items in number 5. Contact Mary Ann.
7. Turn off all lights before you leave.

J. A Catholic Parish Facility

1. This Hall is within a faith community and all events must be respectful of a church environment.
2. St. Bonaventure Catholic Church reserves the right to refuse rent and/or usage of the parish hall to any person(s), group(s), or organization(s).

Questions?

Call: Mary Ann Fangman 402-386-5350

Contact for Walkthrough: Chris Grundmayer 402-386-5611

Indemnity: The Rental Party shall forever protect, save, keep, and hold the St. Bonaventure Parish of Raeville, Nebraska and its officers, agents, representatives, firms, and other corporations or individuals involved therein, harmless and indemnify St. Bonaventure against any and all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses, and liabilities of any kind or nature whatsoever arising directly or indirectly out of or in connection with renting of such hall.

I have been made aware of and will abide by all items with the Parish Hall Rental Agreement associated with our planned event.

Signature of Rental Party: _____ Date: _____

Signature of Parish Representative: _____ Date: _____

#1

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH : _____

PARISH is understood to include the Arch/Diocese of _____

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USER'S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____
FACUSAG (2/07)

#2

ARCHDIOCESE OF OMAHA - 0001
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options).
Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Nationwide Mutual Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: No Charge Per Event

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:

Street (Physical) Address (NO P.O. BOXES):

City/State: _____ ZIP Code: _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ ZIP Code: _____

Telephone: _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

Date of Event: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

Time of Event: From _____ To _____

Is this an overnight event? _____
Yes No

Approx. Number of Participants: _____

Is Food Being Served? _____
Yes No

Is Liquor Being Served? _____
Yes No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

Does this event require the additional coverage? _____ Yes _____ No

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS,
SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events with attendance of more than 1,000 persons
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

DEFENSE COSTS FOR SEXUAL MISCONDUCT
FOR OVERNIGHT EVENTS - \$100,000 LIMIT

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? _____ Yes _____ No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (A charge of \$100 per device applies. Must be pre-approved, picture required.)

COMPLETE AND RETURN THIS FORM TO:

CATHOLIC MUTUAL GROUP
ATTN: LAURA SCOTT
10843 OLD MILL ROAD
OMAHA NE 68154

Toll-Free: 1-800-228-6108, ext 2325

Local: 402-514-2325

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Cleaning Check List

- Sweep and mop the floors.
- Wipe down the counter tops.
- Return used items to their locations.
- Sweep bathrooms and mop.
- Change all garbage containers containing garbage (4 in the kitchen and 2 large and 3-4 small in the bathrooms). Place garbage in the dumpster on the south side of the hall.
- Return heat to 60 degrees F.
- Leave on the outside fans (rows one and three).
- Make sure all the lights are off (inside and out).
- Wipe down all the tables and chairs that were used with mild detergent and water. No harsh solvents should be used.
- Chairs and tables need to be returned to their original state.
- Roll back the movable island and make sure food items have been swept up.
- Check walls and windows for dirt/fingerprints.
- Wipe out sinks.
- Clean and wipe down the stove, refrigerator, and microwaves.

Other things to note . . .

- Please no driving on the cement pad in the front – it's not a drive through.
- Toilet paper, if needed, can be found in the corner lower cabinet in the kitchen.
- Cleaning supplies are found under the first sink.
- Brooms and mops are found in the utility room.
- If members of your party were outside, please pick up any trash found on the church grounds.

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Walkthrough Form

Rental Date: _____

Family/Responsible Party: _____

Parish contact: _____

Phone number: _____

Pre Walkthrough Notes:

Initial of renting party: _____

Initial of parish representative: _____

Post Walkthrough Notes:

Initial of renting party: _____

Initial of parish representative: _____