

Saint Patrick's Catholic Church

PARISH HALL AND HERITAGE ROOM RENTAL PROCEDURES

P.O. Box 2122
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Bloomington, Texas 77951
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Effective 1-1-2022

Welcome

Welcome to St. Patrick's Catholic Church. We are delighted that you would like to use the parish hall for your special occasion. As you begin this rental agreement, I ask that you keep a few things in mind.

First, this is a Roman Catholic worshipping community. This means that I am very concerned with the spiritual wellbeing of the souls in this local parish. It also means that I am concerned with the temporal wellbeing of the parish plant. Please show the proper respect while on church property by: 1. Respecting those individuals who may be coming to pray and may not be a part of your celebration. 2. Inviting your family and guests to be clean and orderly.

Second, with any celebration there come rules and this rental agreement will try make them very clear. Feel free to ask for further explanation and guidance. Please understand that by signing this agreement, you agree to adhere to all rules, and therefore, incur all consequences. May God bless you. May you enjoy the use of the parish hall.

The Reverend Peter Oscar Kofi Amo
Pastor

HALL PLANNING INFORMATION

Maximum number of individuals in hall seated: 300
Total Number of tables: 50 Length of tables: 6 feet
Total Number of chairs: 300

HERITAGE ROOM PLANNING INFORMATION

Maximum number of individuals in hall seated: 50
Total Number of tables: 2 round & 6 rectangle Length of tables: 6 feet
Total Number of chairs: 50

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Saint Patrick's Parish Rental Agreement

Name of renter _____

Address _____

Hall to be rented: Heritage Room____ Parish Hall____ Rental Fee_____

Date of rental: _____ Hours: From _____ until _____

Function: _____

Deposit Amount _____ Date received _____ Receipt# _____ Balance due date _____

Entry into hall prior to day of rental: \$50/Hour (any damages will be deducted from the deposit.)

Conditions of Agreement

- **All activities must cease and the premises be cleaned by 12:00 A.M. Midnight for the Hall or 8:00 P.M. for the Heritage Room.**
- **Rent must be paid one month in advance of function.**
- Contract must be signed by lessee and a cash deposit made at confirmed hall rental date.
- No refund or cancellation less than 60 days before the function will be allowed.
- **Lessee will provide security when dance is held.** (Triple D or Zapata Security, or an off duty sheriff officer)
- **For any function involving a dance and/or consumption of alcohol lessee must provide security.**
- **No Smoking allowed inside the buildings.**
- Lessee will be responsible for conduct and order of persons on premises. Persons attending the hall function should be respectful of Church property and remain around and inside of hall for the duration of the function.
- Lessee is responsible for placing chairs on tabletops, as well as cleanup and disposal of trash, inside and outside of the hall. Please keep tables away from the walls.
- Lessee is responsible for all building and contents damaged (windows, tables, doors, chairs, etc.)
- **Barbecue pits are not available and are NOT part of the hall rental.**
- **The classrooms and the kitchen equipment are NOT part of the rental agreement and should not be used.**
- **Personal utensils, pots, pans, bowls, cleaning supplies, dish towels, detergent, plates, spoons, knives, forks, scissors, foil, etc. must be brought by the lessee.**
- **Absolutely no nailing or taping to walls, ceiling or light fixtures is permitted. All personal decorations must be completely removed immediately after the function. Decorations are limited to tables only. Candles may not be used on the table tops. Do not place tables against the walls. Violating this condition will result in a \$50.00 deduction from the deposit.**
- Gambling with dice or cards will not be permitted.
- No promotional or profit-making organizations will be permitted to rent the hall.
- **LIABILITY – St. Patrick assumes no responsibility, bodily or otherwise, for users of the Buildings.**
- A parishioner may not reserve the hall (at parishioner rental fee rate) for another organization or non-parishioner.
- Violation of any of the above conditions will deny lessee future privileges of renting the hall, and possible loss of rental deposit.

I HAVE READ THE ABOVE CONDITIONS FOR THE RENTAL OF ST. PATRICK PARISH HALL, AND FULLY AGREE TO ABIDE BY THEM:

Lessee

Phone number

Pastor/Administrator

Date of Agreement

PAYMENT SCHEDULE

Hall Rental Fee	Deposit	Date Received	Receipt #	Balance	Receipt # & Date Paid	Initial of Administrator

CHECKLIST

DATE OF EVENT: _____

As you complete your rental agreement, please remember:

___ Contract must be signed by lessee and the cash deposit made as soon as possible in order to reserve your hall rental date.

___ Pay off your rental fees one month before the event.

___ An administrator will be opening the hall on the day of your event.

___ Respect and obey all rules and keep the church grounds nice.

___ If you move the stairs by the stage put it back.

___ **Secure a deputy if having a dance and if there is consumption of alcohol.**

After the Rental:

___ Clean chairs/tables/floors

___ Remove all personal decorations

___ Pick up trash from all the trash cans, the restrooms, outside trash and **make sure to place it in the outside trash containers and if they are full put it on top of containers. (Do NOT put trash in the BBQ barrels or pits. Doing so will result in your deposit not being returned.)**

___ Set air conditioning by the restroom at 75F, and turn off the 2nd air conditioner by the stage.

___ Turn off lights and lock the doors.

___ Mr. Johnny Corona will open and close the hall at the requested time.