

ST. JOHN THE BAPTIST PARISH HALL RENTAL INFORMATION (3-21-07) POLICIES:

- a. All gatherings in the hall will end at midnight.
- b. Articles left on the premises after closing (including gifts) are left at the owner's risk.
- c. The hall key is available at the Parish Office two (2) days prior to the event. The remainder of the rental fee must be paid at the time that the key is picked up.
- d. The hall will be clean at the time of the rental. Any mess that you or your party create before the actual event is your responsibility to clean up.
- e. ALL WHO USE THE HALL ARE ASKED TO TREAT IT AS YOU WOULD YOUR OWN HOME. PLEASE LEAVE THE PREMISES QUIETLY AS THE NEIGHBORS MAY BE SLEEPING. **PLEASE BE CONSIDERATE OF OTHERS.**
- f. There is to be **NO SMOKING IN THE HALL**. Ashtrays are outside for use.
- g. All are reminded that it is a violation of the STATE LAW to serve any alcoholic beverages to minors. **THOSE IN CHARGE OF THE EVENT WILL BE HELD RESPONSIBLE.** All Alcoholic drinks are to be served from the bar in the presence of a responsible person who is checking ID's. **ALL BARTENDERS MUST BE 21 YEARS OLD.**
- h. Rowdy and disturbing behavior anywhere on the premises is not allowed. No drinking, blowing of horns, or loud noises are allowed.

USE OF THE HALL RESPONSIBILITIES:

1. Table decorations are allowed.
2. No decorations, of any type, may be attached directly to the ceiling, walls, lights, or sound panels. Ceiling hooks are provided for your use.
3. The hall renter must furnish their own trash bags and dish towels/bar towels.
4. Use of candles is allowed. Lit candles must be enclosed or surrounded by glass.
5. Renter must have an insurance policy obtained through the Michigan Catholic Conference (\$100.00 – included in the rental fee).
6. Renters must be careful with the tables and chairs. Tables and chairs are to be left up at the end of the event. All tables must be left without anything on them. (Table coverings must be removed.)
7. The hall renter is responsible for their own table coverings and table service.
8. Renters must provide their own containers for left over food.
9. **Trash must be removed from premises.** Bring trash bags with you and take garbage when you leave.
10. All exits must remain free from any barriers.
11. No tables or chairs are to be placed outside the hall.
12. Dancing sand is not allowed.
13. **Electric roasters and coffee pots are available for an additional fee of \$5.00 each.**
14. The hall seats 400. There are 24 60" round tables, 35 long tables ((8'x30" and 6'x30"), and 425 chairs.
15. Common rules of courtesy regarding care of the hall, noise level, etc. are to be used.
16. Anyone working in the kitchen or serving food must wear a hairnet and/or rubber gloves according to the Health Department Rules. Caterers must provide a copy of a current Food Handler's License from the State of Michigan.

COST:

Parishioner use of the hall for weddings, etc. **\$450.00**

Non-Parishioner use of the hall for weddings, etc. **\$550.00**

Each fee includes:

\$100.00 - liability Insurance from the Michigan Catholic Conference.

A down payment of \$250.00 must be made within 60 days of booking. The balance is due when the key is picked up after 12:00p.m./ two days prior to the event. Checks should be made payable to: St. John the Baptist Parish.

Signature

Date

Date of Hall Rental

Please return a signed copy to: St. John the Baptist, 404 N. Division Street, Carson City, MI 48811

SAMPLE