

RENTAL AGREEMENT FOR ST. ANTHONY PARISH HALL



St. Anthony Catholic Church
1432 River Street
Niagara, WI 54151
(715) 251-3879
office.stanthonyniagara@gmail.com

HOLD HARMLESS / INDEMNITY AGREEMENT

PARISH: St. Anthony Catholic Church – Niagara, Wisconsin
(Parish is understood to include the Catholic Diocese of Green Bay, Inc.)

ACTIVITY PARTICIPANT OR FACILITY USER: _____

DATE(S) OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH against and from all claims arising from the negligence or fault of the above named ACTIVITY PARTICIPANT OR FACILITY USER which arise out of the above identified ACTIVITY OR FACILITY USAGE at the above named PARISH.

Additionally, the above named ACTIVITY PARTICIPANT OR 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 the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the PARISH by the above named ACTIVITY PARTICIPANT OR FACILITY USER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ACTIVITY PARTICIPANT or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signed by: _____

Name (Please print): _____

Date: _____

By signing and dating this document or initialing each page, the ACTIVITY PARTICIPANT OR FACILITY USER agrees to this HOLD HARMLESS / INDEMNITY AGREEMENT, the FACILITY USE AGREEMENT, and the PAYMENT & SECURITY DEPOSIT POLICIES.

Original to Parish permanent file (3 years)

Renter Initials: _____

FACILITY USE AGREEMENT

***NOTE: Your signature on Page 1 and/or your initials on each contract page binds
ACTIVITY PARTICIPANT OR FACILITY USER to the following points:***

1. **AGREEMENT:** The Parish Hall is generally rented on a first-come, first-served basis; as is. There must be a signed Rental Agreement and payment received and accepted before the Hall key is turned over. St. Anthony Parish reserves the right to refuse entering into a Rental Agreement with any party whose TYPE OF ACTIVITY OR USAGE is not in agreement with the teachings of the Catholic Church. A signed Rental Agreement is null and void if the Parish discovers later that the TYPE OF ACTIVITY OR USAGE is not in agreement with the teachings of the Catholic Church.
2. **HOURS:** The facility is rented per day. A day is from midnight to midnight. All cleaning must be completed by midnight on the last day of the RENTAL AGREEMENT.
3. **DEPOSIT:** The deposit is refunded when the key is returned and after the Hall is inspected by our Parish personnel. The ACTIVITY PARTICIPANT OR FACILITY USER will reimburse the Parish for any missing articles or any damages caused by anyone connected with the rental, or attending the function. The refund may take up to 8 weeks to process. Additional charges may be applied if there are damages or costs that exceed the deposit.
4. **FACILITY & PARKING:** The Parish Hall located at 1432 River St. and parking lot located in front of the Hall are the “facilities” that are rented (this parking lot can and may be utilized during your activity by people attending Mass). No food or drink is allowed outside these areas. There is no longer parking allowed in the parking lot across from the church on River Street. Any parking on road ways must comply with state and local ordinances. Please note, there is no longer parking allowed along River Street.
5. **KEYS:** The keys (if necessary) may be made available during the event day(s). The ACTIVITY PARTICIPANT OR FACILITY USER assumes responsibility for safeguarding of these keys, and if lost or stolen, will be financially responsible for the replacement of the corresponding locks and the re-issuing of keys to all other affected persons. The keys remain the property of St. Anthony Parish and must be returned upon request. Coordinate any key exchange details with the appropriate Parish personnel.
6. **ALCOHOL:** The ACTIVITY PARTICIPANT OR FACILITY USER assumes all responsibility regarding the serving of alcoholic beverages. The Parish is not liable for any accidents, injury, underage consumption, or legal or civil action taken as a result of alcoholic beverages being served at the facility at any time. All federal, state, and local laws must be followed.
7. **CONDUCT:** The ACTIVITY PARTICIPANT OR FACILITY USER is responsible for maintaining law and order both within and outside the building at all times. This includes enforcing the NO SMOKING law within the Parish Hall or grounds.

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8. SECURITY: The ACTIVITY PARTICIPANT OR FACILTY USER, once in possession of the Hall door key, will be responsible for keeping the Hall secure. All doors must be locked and the key safely returned to the proper Parish personnel at the conclusion of the activity.
9. GROTTO AREA: The Grotto area may be visited by ACTIVITY PARTICIPANT OR FACILTY USER and guests for pictures or quiet reflection. The Grotto area is not part of the FACILITY AGREEMENT and should not be visited for recreation, eating, drinking, smoking, or sport activities. The ACTIVITY PARTICIPANT OR FACILTY USER is responsible for keeping guests out of the Grotto area.
10. KITCHEN AREA: Any drawer, cupboard, or equipment locked or marked for “St. Anthony Use Only” may not be used by the ACTIVITY PARTICIPANT OR FACILTY USER or guests. An inventory is taken after each event and the ACTIVITY PARTICIPANT OR FACILTY USER is responsible for replacing any lost or damaged items. Leftover food is to be removed, unless previous arrangements have been made with Parish personnel.
11. DECORATING: All decorating materials must be fire-proof. No use of nails, tape or tacks on the walls, ceilings, acoustic panels, or doors is permitted. Eye-hooks on the ceiling beams are provided for decorations. Any alterations that would cause permanent changes must be approved by the appropriate Parish personnel prior to the changes being made. Setting up and taking down tables and chairs is the responsibility of the ACTIVITY PARTICIPANT OR FACILITY USER.
12. WHITE LINEN TABLE CLOTHS: Available for rent @ \$5 each + \$150 Security Deposit. There are 35 rectangle and 10 round table cloths, which fit the Hall tables. The full security deposit is refunded if **all** table cloths are returned cleaned; only \$50 is returned if **all** table cloths are returned dirty. ACTIVITY PARTICIPANT OR FACILTY USER is responsible to make arrangements for having the table cloths cleaned; also make appropriate Parish personnel aware of cleaning arrangements. If you do not plan to clean the table cloths, they can be left in the Hall kitchen the night of the Event.
13. FAN and HEAT: The large ceiling fan and heat will be set by Parish personnel prior to your event and should not be changed. Please assure no decorations interfere with the air flow from the fan.
14. FLOOR: Do not drag or use any item on the floor that may scratch, gouge, or in any way damage the hardwood floor. Use common sense by carrying tables and chairs. Failure to comply will result in additional charges or a forfeiture of part or all of the refund.
15. CLEANING: The ACTIVITY PARTICIPANT OR FACILTY USER is responsible for following the “Hall Cleaning List for Activity Participant or Facility User” provided and posted at the Hall. Failure to comply will result in additional charges or a forfeiture of part or all the security deposit.
16. GARBAGE: All garbage must be disposed in the dumpster provided outside the building.

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PAYMENT & SECURITY DEPOSIT POLICIES:

1. Full payment is due upon signing the contract in order to hold the date(s) requested.
2. A full refund is given if the event is cancelled at least 1 month in advance of the first contract date. The Security Deposit will NOT be refunded if the event is cancelled less than 1 month prior to the first contract date.
3. The Security Deposit will be returned if the Parish Hall is cleaned according to the specifications of the HALL CLEANING LIST FOR ACTIVITY PARTICIPANT OR FACILITY USER (see page 5 of this contract) and there are no damages or missing items.
4. Any use of the Parish Hall prior to the first contract date will incur additional usage fees and/or a forfeiture of part or all of the Security Deposit.

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CHECKLIST / CLEANING LIST FOR
ACTIVITY PARTICIPANT OR FACILITY USER

1. Remove all decorations. Use caution when removing decorations, as you will be charged for any damages.
2. You will be charged for any damage done to the acoustic panels along the walls, including pin holes, stains, rips, or dents.
3. If our table linens were not rented, wipe down the tables.
If our table linens were rented, return them to the Parish according to the prior arrangements made at time of contract signing.
4. Return the tables and chairs to the storage closet, and clean the floor. As needed, dry mop and then wet mop the floor (water only, no chemicals).
5. Clean bathrooms and wipe down the kitchen.
6. If the kitchen was used, ensure that all dishes are washed and put away. Remove any leftover food, unless you made arrangements with Parish personnel to leave the food. Turn off any appliances (that you turned on) that were used during the event.
7. Leave any used dish rags and dish towels in the Hall kitchen, to be laundered by Parish personnel. If necessary, there will be a replacement fee.
8. Clean the outside areas for any cups, cans, cigarette butts, etc. If the event occurred on Saturday, cleanup must be complete before 9:00am Sunday morning.
9. Empty all garbage cans including bathroom garbage cans. Place all garbage in bags, and then in the dumpster.
10. ACTIVITY PARTICIPANT OR FACILITY USER is responsible for the security of anything left outside, such as beer wagons and taps, coolers, personal picnic tables, etc.
11. Be sure all windows are closed and secure.
12. Turn off all lights, including lights in bathroom areas.
13. Lock all exterior doors.
14. Drop Hall keys in office drop box located below the mailbox on mailbox post by Church office door.

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USAGE FEES

SMALL EVENT –

One day, from midnight to midnight.
For showers, anniversaries, graduations, family events, etc.

\$175 + \$100 Security Deposit = \$ 275

WEDDINGS –

Thursday – Sunday \$825 + \$200 Security Deposit = \$ 1025
Friday – Sunday \$625 + \$200 Security Deposit = \$ 825
Saturday – Sunday \$450 + \$200 Security Deposit = \$ 650

WHITE TABLE LINENS – \$5 each + \$150 Security Deposit

Qty rented _____ @ \$5 = \$ _____ + \$150 Security Dep = \$ _____
Will be returning table cloths (circle one) CLEANED / DIRTY

TOTAL DUE \$ _____

PAYMENT RECEIVED \$ _____ CHECK# _____

\$ _____ CHECK# _____

KEY PICK-UP DATE _____ Staff Initials _____

KEY DROP-OFF DATE _____ Staff Initials _____

Signed – Parish Staff Personnel

Date

** Please make a copy of this contract for your records.

Renter Initials:

DEPOSIT REFUND / ADDITIONAL CHARGES DETAIL

CONTACT INFO and ADDRESS for mailing Security Deposit Refund –

Name : _____

Contact Name : _____

Contact Phone : _____

E-mail: _____

Mailing Address : _____

Total Deposit \$ _____

Less cleaning overage \$ _____

Less any damages \$ _____

Less any missing items \$ _____

Total Fees / Expenses \$ _____

Amount of Refund or Add'l Charges (circle one) \$ _____

Comments: _____

Renter Initials:
