



Rental Agreement for St. Anthony Parish Hall
St. Anthony Catholic Church
1432 River St.
Niagara, WI 54151
(715) 251-3879
office.stanthonyniagara@gmail.com

Hold Harmless / Indemnity agreement

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

ACTIVITY PARTICIPANT OR FACILTY USER: _____

DATE(S) OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ACTIVITY PARTICIPANT OR FACILTY 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 ACTIVITY PARITCIPANT 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 FACILTY 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 FACILTY USER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ACTIVITY PARTICIPANT or FACILTY 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 FACILTY USER agrees to the Hold Harmless/Indemnity agreement, the Facility Use Agreement, and the Fee & Deposit Policies.

Original to Parish permanent file (3 years)

Copy to facility User(s)

Renter Initials:

Facility Use Agreement: Your signature on page one (1) and/or initials on each page, binds you to the following points:

1. **AGREEMENT:** The Parish Hall is generally rented on a first-come, first-serve basis; as is. There must be a signed agreement and payment received and accepted before the hall key is handed out. St. Anthony Parish reserves the right to refuse entering into an agreement with anyone who's TYPE OF ACTIVITY OR USAGE is not in agreement with the teachings of the Catholic Church. A signed 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. **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. Additional parking is available in front of the Parish and across River Street. These additional parking areas are not to be utilized during regularly scheduled Mass times. Any parking on road ways must comply with state and local ordinances.
3. **DEPOSIT:** The deposit is refunded when the key is returned and 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 receive. Additional charges may be applied if there are damages or costs that exceed the deposit.
4. **KEYS:** The keys (if necessary) may be made available during the event day(s). The ACTIVITY PARTICIPANT OR FACILITY USER assumes responsibility for the 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.
5. **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 Use Agreement.
6. **ALCOHOL:** The ACTIVITY PARTICIPANT OR FACILITY USER assumes all responsibility regarding the serving of alcoholic beverages. All federal, state, and local laws must be followed. 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.
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.
8. **SECURITY:** The ACTIVITY PARTICIPANT OR FACILITY 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.

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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, or doors is permitted. Eye-hooks on the beams are provided for decorations. Any alterations that would cause permanent changes must be approved by the proper parish personnel prior to the changes being made. Setting up tables and chairs is the responsibility of the ACTIVITY PARTICIPANT OR FACILTY USER. If a cleaning service is utilized, then the tables and chairs may remain in place after the event.
12. FAN and HEAT: The large ceiling fan and heat will be set by the parish personnel prior to your event and should not be changed. Please assure no decorations interfere with the air flow from the fan.
13. FLOOR: Do not drag or use any item on the floor that may scratch, gouge, or in any way damage our hardwood floor. Use common sense by carrying tables and chairs. Failure to comply will result in and/or additional charges or a forfeiture of part or all of the refund.
14. 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.
15. GARBAGE: All garbage must be disposed in the dumpster provided outside the building.

FEE & DEPOSIT POLICIES:
POLICIES:

1. Full payment is due upon signing the contract in order to hold the date(s) requested. A refund is given if the event is cancelled at least a month in advance.
2. A security deposit will be returned if the hall is cleaned according to the specifications of the “Hall Cleaning List for Activity Participant or Facility User” and there are no damages or missing items. It will NOT be refunded if the event is cancelled.
3. Any use of hall after key is given prior to contract date will incur fee deducted from security deposit.

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FEES

SMALL EVENTS:

For one day from midnight to midnight for showers, anniversary, graduations (etc.)
\$125 + \$75 security deposit (\$200 per day)

WEDDINGS:

Thursday – Sunday..... \$825 + \$200 security deposit (\$1025)
Friday – Sunday..... \$575 + \$150 security deposit (\$725)
Saturday – Sunday..... \$450 + \$100 security deposit (\$550)

TOTAL DUE \$ _____

PAYMENT RECEIVED\$ _____ CHECK NUMBER: _____

\$ _____ CHECK NUMBER: _____

DATE: _____ Signed by Parish staff: _____

_____ Copy of contract given to FACILITY USER

KEY PICK UP DATE: _____ Staff INITIAL _____

KEY DROP OFF DATE: _____ Staff INITIAL _____

Address for MAILING Refundable Deposit and contact information:

Name _____

Address _____ City/St/Zip _____

Phone: _____ E-mail: _____

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DEPOSIT REFUND (or additional charges) DETAIL:

Total deposit \$ _____

Less cleaning overage \$ _____

Less any damages \$ _____

Less any missing items \$ _____

Total fees/expenses \$ _____

Amount of refund or (additional charges) \$ _____

Comments: _____

Hall Cleaning List for Activity Participant or Facility User:

Note: This list must be accomplished in full to receive the full amount of your security deposit.

1. Remove all decorations. Use caution when removing decorations, you will be charged for any damages.
2. No damage to sound panels including pin holes, stains, rips or indentations or dents.
3. Remove table cloths or if you did not use table cloths, wipe down the tables.
4. (FOR SMALLER EVENTS) put away all the tables and chairs and clean the floor (AS NEEDED: dry mop and then wet mop – water only / no chemicals)
5. (FOR SMALLER EVENTS) clean bathrooms and wipe down kitchen
6. If the kitchen was used, insure that all dishes are washed and put away. Remove any leftover food (unless you made arrangements with parish personnel). Turn off any of the appliances that were used during the event.
7. Clean outside for any cups, cans, cigarette butts, etc.
8. Empty all garbage cans and place bags in dumpster (don't forget the bathrooms).
9. Make sure anything left outside is secure (i.e. no beer taps left on)
10. Make sure all the windows are closed and secure.

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11. Turn off all the lights (don't forget the bathrooms)
12. Lock all exterior doors. Drop key by office drop box.

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