



St. Anthony the Abbot

**HEFFERNAN
HALL**



**HALL
RENTALS**

*Call 352.796.2096 ext 14 for an appointment
Email parishoffice@stantchurch.org
stanthonytheabbot.org*

20428 Cortez Blvd., Brooksville, FL 34601

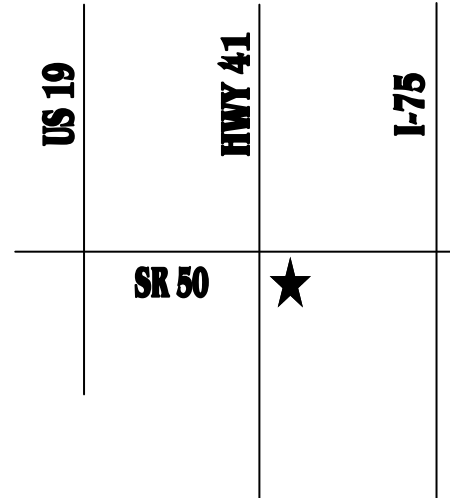
St. Anthony the Abbot

HEFFERNAN HALL

Welcome to Heffernan Hall!

We appreciate your interest in our hall for your upcoming event.
Choose our hall for

- Receptions
- Banquets
- Health Fair
- Job Fairs
- Arts and Craft Fairs
- Seminars
- Conferences
- Anniversary & Birthday Parties
- Holidays
- Charity Dinners
- Award Banquets
- Sports Banquets
- Baby & Bridal Showers
- Office Parties
- Concerts
- Auctions
- Trade Shows
- Family Reunions



Heffernan Hall is the events/receptions facility of St. Anthony the Abbot Catholic Church. The 8,160 square foot hall with a stage of 860 square feet, offers a maximum capacity of 754 and is conveniently located in beautiful Hernando County centrally between I-75 and US 19.

We encourage you to contact us with any questions or to set up an appointment to view our facility. We look forward to making your event everything you want it to be! Call us today!

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HEFFERNAN HALL

RENTAL FEES

Main Hall

\$770.00 Rental Rate. Additional rental hours are available at \$100.00 per hour.

Package includes:

4 Hour Event

4 Hours TBD (day of event for decorating)

Main Hall with Side Rooms

Main Hall with one (1) Side Room: \$870.00 Rental Rate.

Main Hall with two (2) Side Rooms: \$970.00 Rental Rate.

Additional rental hours are available at \$100.00 per hour.

Package includes:

4 Hour Event

4 Hours TBD (day of event for decorating)

Side Room Only

2 Hours \$100.00 Rental Rate.

4 Hours \$150.00 Rental Rate.

Additional rental hours are available at \$50.00 per hour.

Liability Insurance

Facility User will procure general liability insurance or purchase special events coverage through owner at the cost of \$110.00 which must be paid for and submitted to the Diocese of St. Petersburg 30 days prior to event. Facility User will provide to the Parish a liability certificate of insurance.



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OTHER RENTAL SERVICES

Available with Rental

- Stage
- Microphones
- Podium
- Refrigerator
- Freezer
- Grey Tables 36"x72" (82 total)
- Brown Tables 36'x96' (7 total)
- Brown Tables 30"x96" (10 total)
- Brown Tables 24"x48" (6 total)

Also Available for Rental:

- Five Foot Round Tables (19 available) \$10.00 each
- Additional fee for hall break down
(when outside tables are brought in) \$150.00



RENTAL POLICIES

Reserving the Date

All reservations will be made with Hall Coordinator. Rental and other fees may be paid in cash or check. A \$250.00 deposit is required at the time the facility is booked and the License Agreement is signed. A \$50.00 deposit is required when renting side room only. Date of event is reserved upon signing the License Agreement, not from a verbal request. For reservations less than 30 days prior to the event, the entire rental fee and liability insurance is due at the time of reservation. Clients will be required to provide a photo ID (valid drivers' license or state ID card) at the time of the rental signing.

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RENTAL POLICIES

Payment Schedule

The balance of the rental fee is due no later than 30 days prior to the event. St. Anthony the Abbot may consider the event cancelled if the full payment is not received within 14 days prior to the event and will keep all deposits and fees paid.

Final Guest Count & Set Up

Final guest count along with the hall set up form are due no later than 10 business days prior to event. The guest count is not to exceed 754.

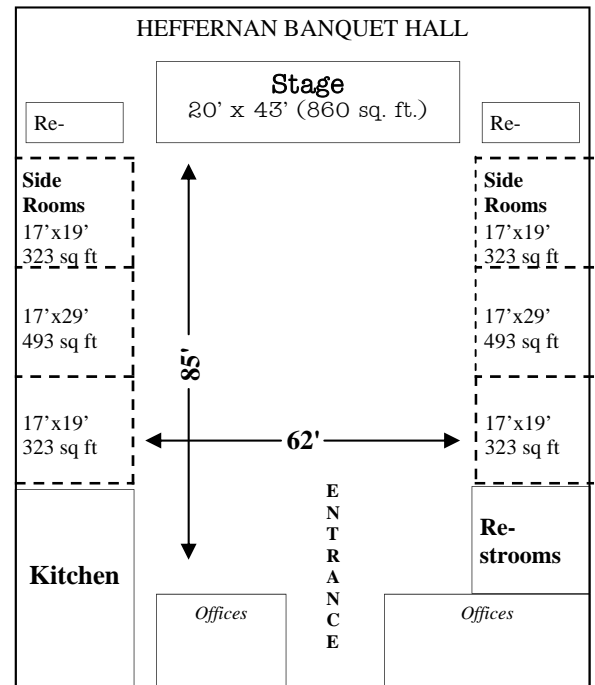
Cancellation

Clients requesting to cancel a booked event may request

St. Anthony the Abbot to place their reservation up for re-rental. St. Anthony the Abbot will refund all rental payments received, less a \$50.00 processing fee if the contract is cancelled 30 days prior to event. Payment of deposit and fees will be forfeited for any rental cancelled less than 14 days prior to the event date.

Catered Events

Use of kitchen facilities can be arranged at an additional charge of \$100.00. Clients renting agree that hosts/guests/caterer who prepare and serve the food will follow the guidelines set by the Hernando County Board of Health. Hosts/guests/caterer will provide their own utensils necessary for preparing and consuming foods. The use of our large gas stove and oven are available. The client or the client's caterer is responsible for busing tables following meal service, removal of trash from the kitchen to the dumpster, and cleaning kitchen and floors. Bags of ice are available for \$1.00 a bag.



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RENTAL POLICIES

Beverages

Those renting who wish to have alcohol at their event must obtain all appropriate licenses and permits prior to serving or dispensing alcohol and agree that no alcohol will be served to any person under the age of 21 years and if the Facility User serves alcoholic beverages then the Facility User agrees to serve guests free coffee.

Decorations

The facility user will be provided with four hours free access on the day of event for the purposes of decorating. Air conditioning or heat during decorating time must be prearranged, at a charge of \$20.00 per hour. Facility user may make prearrangements for extended decorating time at a charge of \$20.00 per hour. If after hours, a monitor must be scheduled and compensated at the rate of \$10.00 per hour. All decorations must not be fastened with tape, nails, screws, cellophane tape, masking tape, duct tape, staples or any other fastening device; however, thumb tacks and push pins are acceptable. Open flames are not permitted. Candles may be used if enclosed in glass or non flammable holder. The container must be higher than the tip of the candle's flame. Burning of oils, fluids or other gases are prohibited, except for proper use in the kitchen. Facility user agrees to use electrical lights for illumination. No explosives or pyrotechnics are permitted. No rice, confetti, sand, glitter, metallic table scatters, silly string or aerosol fun spray. Facility user is permitted to throw bird seed on the exterior of the facility only, and facility user will have to sweep clean all walkways prior to the end of their rental time.



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RENTAL POLICIES

Hall Monitor

Parish will provide to Facility User two St. Anthony the Abbot Monitors. Facility User agrees to pay the monitors a fee based upon a six hour rental which includes one hour for prep and one hour for cleanup (minimum 6 hours/\$10.00 per hour each). If hall rental hours are extended, so must the monitor's fee.

Smoking

In compliance with State Law, smoking is not permitted anywhere in Heffernan Hall or near entrance doors.

Damages

The client is responsible for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in or provides goods and services connected with the use of the facility and all tangible property.

Costs for any loss or damage to St. Anthony the Abbot property will be assessed to the client at the appropriate vendor's billed cost.

Clean-Up and Removal

Facility user will pay a fee of \$100.00 for cleaning of the hall. The facility user or the facility user's caterer is responsible for busing tables following meal service, removal of trash from the kitchen to the dumpster, and cleaning kitchen and floors. All non-St. Anthony the Abbot owned property must be removed from the premises by the end of the scheduled rental time, unless the client or caterer has received prior approval from Hall Coordinator.



For an official detailed guide of the rules and regulations for the rental of Heffernan Hall, please refer to the Customer Care Rules and Regulations Contract.

St. Anthony the Abbot

HEFFERNAN HALL

WORKSHEET FOR CLIENT'S CONVENIENCE

Main Hall (4 hours):	\$770.00
Main Hall (one side room):	\$870.00
Main Hall (two side rooms):	\$970.00
Main Hall (additional hour):	\$100.00
Side Room Only (2 hours):	\$100.00
Side Room Only (4 hours):	\$150.00
Side Room (additional hour):	\$ 50.00
Deposit Fee: Main Hall:	\$250.00
Side Rooms:	\$ 50.00
Insurance:	\$110.00
Four Hours Decorating Time Day of Event (TBD)	\$ -0-
Air conditioning or Heat during decorating time (prearrangement necessary) \$20.00 per hour	
Additional Decorating Hours \$20.00 per hour	
Kitchen Rental Fee:	\$100.00
Ice (per bag) \$1.00	
Monitors' Fee: (Minimum 6 hours/\$10.00 per hour)	\$120.00
Clean Up	\$100.00
Round Table Rental, 19 available, \$10.00 each	
Fee for hall break down (outside tables brought in) \$150.00	

*Prices and available dates
subject to change without
notice.*

