



ST. BARTHOLOMEW NON-PARISHIONER
RENTAL OF PARISH CENTER/SOCIAL HALL

1. A \$250.00 deposit is required (full refund if cancellation is made at least 30 days before your event) and \$50 is refundable if the Center/Hall is left in the same condition as you found it. Deposit is due immediately upon the making of your reservation.
2. The Erie Diocese requires the party making this reservation to pay a non-refundable insurance fee. This fee is determined by the size of the event and whether or not alcoholic beverages are being served. (\$78.00 - \$168.00) This fee is due in the Church Office two weeks prior to the event. Make the check payable to: *Diocese of Erie*.
3. The Church must be provided with an approximate number of participants when the reservation is made. Center has a maximum of 350 people. Hall seating is 125.
4. All events on Saturday may start *NO EARLIER* than 6:00 pm.
5. There is a 5 hour limit to all events, including set-up and clean-up. The premises must be vacated no later than 11:30 pm. If not, a fee of \$100 per additional half-hour will be incurred. The party responsible for making this reservation will be responsible for any additional charges if there is a violation.
6. The party making this reservation is responsible for any damages to the property, inside and outside.
7. The party making this reservation is responsible for anything stolen from the property, inside and outside.
8. St. Bartholomew Church assumes no responsibility for any items or persons brought onto the premises.
9. Set-up and clean-up of all areas is the direct responsibility of the party making this reservation. *Nothing is to be hung from the ceiling of the Parish Center.* Clean-up of all areas is interpreted as "as you found it". If the facility is not left "as you found it," you will forfeit your security deposit.
10. The person signing this agreement is responsible for any additional charges due to breach of this agreement.
11. The Pastor of St. Bartholomew Church is the sole entity who will decide the terms of this agreement.

I, the undersigned, hereby agree to all of the terms stipulated above for the rental of the St. Bartholomew Parish Center/Social Hall.

NAME: _____ INSURANCE AMOUNT: _____

ADDRESS: _____ DATE INSURANCE PAID: _____

PHONE: _____

Date of Event: _____ Time of Event: _____ Parish Center Social Hall (circle one)

SIGNATURE: _____ Date: _____

APPROVED: _____

Rev. Matthew J. Strickenberger, Pastor
St. Bartholomew Church

