



STELLA MARIS PARISH

OUR LADY "STAR OF THE SEA"™

Main Office
7710 Hwy 42, Box 49
Egg Harbor, WI 54209-0049
(920) 868-3241

Stella Maris Parish rents hall/kitchen facilities to parishioners and non-parishioners for private events.

Rental fees are as follows:

Cafeteria/Hall/Kitchen Rent

- **\$25.00** per event for use of the cafeteria only-NO kitchen privileges, for parishioners who participate in the stewardship program, plus **\$100.00 deposit** (refundable).
- **\$50.00** per event for use of the kitchen and cafeteria, for parishioners who participate in the Parish Stewardship program, plus **\$100.00 deposit** (refundable).
- **\$100.00** per event for non-parishioners or those parishioners who do not participate in the Stewardship program of the parish, plus **\$100.00 deposit** (refundable).

Funeral Luncheons/Dinners

- **\$50.00** per event for parishioners
- **\$100.00** per event for Non-Parishioners

Rental Fee and Deposit check must be paid to the parish office before a key will be given out.

RENTAL RULES AND CONDITIONS

1. **No alcoholic beverages** may be served or brought into the buildings.
2. Smoking **Is Not** allowed.
3. No dishes, cooking utensils, roasters, coffee urns, silverware, pans, tables or chairs are to be taken out of the facility at any time. All dishes, silverware, garbage bags, dish towels, dish soap, etc. are to be furnished by the parties reserving the facilities.
4. Parties renting facilities are expected to clean the buildings and grounds to the standards in which they were found. If there is a need for parish staff to clean the building or pick up debris from the grounds (paper cups, plates, etc.), renters will be charged a rate of \$20 an hour for said cleanup; amount will be deducted from the deposit. Any damages resulted from renters' usage of premises and furnishings will be charged to the person renting the facilities. Premises will be inspected by a parish representative after the event.
5. Recycle all materials-separate according to recycling rules. Put garbage in dumpster (where available). If none is available, please take with you.
6. Before leaving the facility, the following checklist should be followed.

<input type="checkbox"/> all windows closed and locked	<input type="checkbox"/> all doors locked and secured
<input type="checkbox"/> all lights turned off (including bathrooms)	<input type="checkbox"/> sweep and mop floors in all rooms used
<input type="checkbox"/> toilets flushed & not left running	<input type="checkbox"/> all water faucets turned off (kitchen & bathrooms)
7. Reservations are to be made at the parish office at least one month in advance. Rental fees/deposits must be paid at the time of reservation. Reservations will be made on a first-come, first served basis.
8. Persons renting facilities are to make two checks, payable to Stella Maris, one for rental fee and one for deposit. Deposit check will be refunded after the event if all found in order.
9. **Renter must provide Proof of Insurance.**

I hereby agree to rules stated above. Date of rental is: _____

Signed: _____

Deposit check received

Rental check received

8.23.2016