

USE AND RENTAL OF SAINT GEORGE PARISH HALL

605-528-3902 - WWW.STGEORGEHARTFORD.COM

The Parish Hall may be rented for personal use.

RENT FEES:

COMMUNITY EVENTS:

\$150.00 – Insurance must be in place

LARGE GATHERINGS (MORE THAN 100)

FEES

- \$300 for parishioners + Insurance fee
- \$400 for non-parishioners + Insurance fee

REFUNDABLE DEPOSIT

\$300/event-Any damage to the Parish Hall or their contents will be the sole responsibility of the party using the facility. If damage is caused by a caterer or other party, it will be the renter's responsibility. Failure to follow the Alcohol and Smoking policy will void deposit. Deposit will be refunded or notification of payment of damages will be issued within three weeks of the event.

SMALL GATHERINGS: (100 OR LESS)

FEES

- Insurance must be in place.
- \$100 for parishioners. *If a Certificate of Liability coverage is provided, the fee will be waived. A free-will donation is suggested.*
- \$150 for non-parishioners

ALCOHOL & SMOKING POLICY:

- Smoking is not permitted on Saint George Parish property.
- Alcohol is not permitted on Saint George Parish property.
- Proper insurance paperwork must be filled out one month in advance.
- All private or social events, involving 100 people or more, must contract a professional security service for the event. Saint George recommends either of the following companies:
 - Sioux Merchant Patrol: 605-334-9357
 - Tri State Security & Patrol: 605-330-4914
 - The Parish Office must be informed one month prior to the event which security company you have contracted.

GENERAL GUIDELINES

- A marriage ceremony may not be performed in the Parish Hall.
- Set up for event may begin 48 hours prior to the event and no sooner. Clean up of the hall may be done the next day post event if prior arrangements have been made.
- Use of classrooms or classroom equipment is not permitted unless arrangements have been made.
- It is the responsibility of the renter to clean the Parish Hall after its use. Details listed below. Arrangements can be made with the Parish to have the facility cleaned for a fee of \$250.
- Tables are to be lifted and carried. Do not sit on tables.
- Painters Tape is to be used if you tape pictures, posters, etc. to walls or doors.
- Helium balloons must be secure.
- Confetti is not allowed.
- Saint George Parish reserves the right to inspect the Hall during the time of the event and to communicate with the contact person in the wedding party if any issues are to be addressed during the reception.

Signature

Printed Name

ADDITIONAL GUIDELINES IF RENTING THE PARISH HALL FOR A WEDDING

REHEARSAL DINNERS

- There is no rental fee for using the Hall for a rehearsal dinner if rented for a wedding reception. However, the dinner must be insured and the Special Events Coverage must be filled out for this event if the Diocese Insurance is being utilized.
- Alcohol is not allowed on Saint George property.

WEDDING RECEPTIONS

- The reception must conclude by 12:00AM.
- Decoration of the Parish Hall may begin the Thursday evening prior to the wedding and at no earlier moment. Please confirm with the Parish Office that there are no conflicting events occurring on the following day.
- Cleanup of the Parish Hall will be allowed on Sunday after the event. However, the Parish Hall must be clean enough that regular Sunday events can be held without interruption (e.g. Religious Education/Coffee and Rolls).
- Confirm with Parish Office if there is an event scheduled the next day post event.

BEFORE LEAVING THE PARISH CENTER, PLEASE CHECK:

- The lavatories: that no sinks or stools have water running, paper is picked up, etc.
- All lights are turned off. Those in the dining room must be lowered to “click” to be turned off. Some hallway lights are security lights and cannot be turned off.
- Pick up tables and chairs and clean floor.
- Garbage is bagged and put in the dumpster by the east door of the Parish Hall.
- Floors cleaned appropriately. Wet and dry mops are in the utility room by the lavatories near the front door and in the furnace room to the east of the kitchen. Please use a wet mop with only warm water and a little dish soap to clean floor spills etc. This includes the kitchen floor, lavatories etc. Carpets are to be vacuumed and spot cleaned if needed.
- Used towels and dish cloths are to be washed and returned to the kitchen.
- The three outside entrance doors are locked (west side, east side, south side).
- Three sets of doors between Hall and Church are locked.
- Compliance with Alcohol and smoking guidelines.