

**RENTAL OF SETON HALL  
CHURCH OF ST. RITA  
8694 80th Street South, Cottage Grove, MN 55016  
INFORMATION PACKET**

Seton Hall is available for rental to members of St. Rita's parish for receptions and other celebrations. For hall rental contact the Parish Office at 651-459-4596.

**RENTAL FEES:** Deposit and the completed application form are required to hold a date.  
Full rental payment and expenses are due 30 days prior to the event.

**CHARGE FOR USE OF SETON HALL:**

Seating capacity 175 **(rental of the hall does not include tables in the gathering space or any other part of the building. You are renting Seton Hall only!)**

Fee: Events of 4+hours - \$300.00 (includes custodian)  
Events under 4 hours - \$200.00 (includes custodian)  
Events under 2 hours - \$100.00 Sunday afternoon (includes custodian)  
**If you would like use of the kitchen there is an additional \$50.00 fee. If you are using the kitchen to prepare food a Chef or licensed food preparer must be present.**

Deposit: \$100.00 refundable

Required expenses:

Insurance: **Required if 50 or more people are in attendance or if food and/or alcohol is served. Insurance can be purchased for \$110.00 from the Archdiocese or through your homeowner's policy**

Security: **Required if alcohol is being served and/or dance is being held. If alcohol is being served you must arrange for security from the Cottage Grove Police Department and must provide receipt from the Police Department prior to rental of the Hall.**

**Renters are responsible for bringing table coverings and are encouraged to do so.**

**CANCELLATION:**

If you cancel your reservation less than 30 days prior to the event, \$75.00 of the deposit will be returned to the Lessee and the Church of St. Rita's will retain \$25.00. If more than 30 days before the event the deposit will be fully refunded. Insurance fees are non-refundable

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**DEPOSIT:** Refunded to Lessee, after the event, if there is no damage to the premises and regulations for the use of the hall are fully carried out.

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**REGULATIONS FOR USE OF SETON HALL**

- Smoking:** St. Rita's Parish Center is a smoke free environment.
- Hours:** **The musicians must stop playing by 10:30 pm. The hall must be vacated by 11:00 pm (NO EXCEPTIONS).** The custodian will make sure all lights are turned off and all doors are locked.
- Keys:** The custodian will open the building.
- Areas of use:** You are to use only areas specified in this application. **The worship space, chapel, office spaces and commons area are off limits for receptions and celebrations.**
- Insurance:** The parish and the Archdiocese require that you furnish your own insurance. Please refer to the Insurance Coverage section for liability requirements. A certificate of insurance must be sent to the parish office from your own insurance company 30 days before the event. If your home owner's policy does not cover your event, insurance can be purchased from the Archdiocese. (Some restrictions apply.)
- Alcoholic Beverages:** Alcohol is permitted for adult functions. **No charge can be made to your guests for alcoholic beverages. Serving alcohol to minors is strictly forbidden, and if violated, will invalidate your insurance coverage and could result in criminal charges. The Lessee will be liable for all cost and fines incurred.** It is recommended a bartender, other than a family member or guest, be hired. The cost is the responsibility of the family.
- Security:** The Cottage Grove Police Department must be on site if alcohol and/or a dance is being held. The Cottage Grove Police Department must be present during the hours of the dance and/or when alcohol is being served. **The Cottage Grove Police Department is hired at Lessee expense and Lessee must provide a receipt from the Cottage Grove Police department before rental of the hall is approved.**
- The Police Officer must be in Seton Hall for the entire duration of the event.**

Cottage Grove police: Scheduling arrangements must be made 14

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days in advance of the event and are made directly with the Cottage Grove Police Department. Four (4) hour minimum duty is required. Payment is required by the police department at time of scheduling. Make checks payable to "City of Cottage Grove".

**Call the City of Cottage Grove for current rates and to schedule at 651-458-2811.**

- Damage:** All damage or breakage must be reported to the parish office. Any costs over insurance coverage are the responsibility of the Lessee.
- Tables & Chairs:** There are enough tables and chairs to seat approximately 175-200 people. St. Rita's is responsible for seating for the amount of tables and chairs available in the building. If you require more, it is your responsibility to rent and/or furnish the remainder needed. Any cost is to be paid by the Lessee.
- Clean-up:** All decorations and items brought in must be removed the same night. Tables and chairs are to be washed, if needed. The custodian will take down and rack the tables and chairs for storage. The custodian on duty can provide mop, extra paper towels and toilet tissue as needed.
- Trash:** Trash must be placed in provided plastic bags and put in the hall outside the kitchen. The custodian will place the trash in the dumpster. (Plastic bags are in the second drawer of the kitchen cabinet at the front of the kitchen or ask the custodian at your event.)
- Custodian:** The custodian will clean the rest rooms, scrub floors, and other duties not listed above.
- Kitchen:** The kitchen is available for Lessee's use for an additional fee. St. Rita's does not furnish, dishes, silverware or serving dishes. Use of the coffee makers, ovens, refrigerator, icemaker and microwave are included only if the additional fee is paid. Please ask for instructions before your event if you are unfamiliar with their use. Coffee makers, electric appliances, stove, and fan must be turned off after use.

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**CONDITIONS FOR RETURN OF DEPOSIT:**

- ◆ No damage to building or furnishings.
- ◆ All items you bring into the building such as decorations, beer kegs, food, etc., must be removed from the building. They cannot be left overnight.
- ◆ All tables and chairs, washed if needed, folded, and racked.
- ◆ Trash placed in proper containers.

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**LIQUOR LIABILITY**

**Risk Reduction Measures**

1. If liquor is to be served, it should be dispensed by a licensed bartender (or an individual who has had sufficient training is serving drinks).
2. Liquor should never be served to an individual who is under the legal drinking age of 21 years old.
3. The individual dispensing drinks should only serve one drink at a time to each person.
4. The drinks should be measured and no doubles of any drink should be served. (Standards: 1 1/2 ounce of hard liquor, 12 ounces of beer and 4-5 ounces of wine per serving).
5. Food should be provided throughout the time the event is taking place.
6. Every precaution should be taken to ensure that no alcoholic beverages be brought into the event and that only those alcoholic beverages consumed are the ones being distributed under the guidance and control of the staff members of the event in question.
7. A pre-existing plan should be devised to handle individuals who drink too much. This plan should include:
  - a. Alternate methods of transportation home after the event.
  - b. A method to limit or stop an individual's consumption should he or she had too much to drink in the opinion of the bartender handling the event. (i.e. slurred speech, stumbling, poor motor skills, staggering).
1. At least 1-1/2 hours before the event concludes, the bar should be shut down and no further alcohol should be made available.
9. It is recommended that food and coffee be made available to those present during the last 1/2 to 1 hour.

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**RENTAL APPLICATION**

**Name of Lessee:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone (Daytime):** \_\_\_\_\_ **(Evening/Cell):** \_\_\_\_\_

**Rental Fee \$** \_\_\_\_\_ **Payment Received:** \_\_\_\_\_

**Deposit Fee \$** \_\_\_\_\_ **Deposit Received:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Area of use: Seton Hall** \_\_\_\_\_ **Kitchen** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **Number Attending:** \_\_\_\_\_

**Types of refreshments:** \_\_\_\_\_

**Caterer: Private (Name of Company):** \_\_\_\_\_ **Family** \_\_\_\_\_

**Alcohol being served: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **If yes, type** \_\_\_\_\_

**Bartender: Provided by Caterer** \_\_\_\_\_ **Friend/relative** \_\_\_\_\_

**Security guard required: Yes (if alcohol served)** \_\_\_\_\_ **No** \_\_\_\_\_

**Certificate of Insurance received: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE SIGNED FACILITY USAGE/INDEMNITY  
AGREEMENT FOR THE FACILITY TO BE RENTED.

**Signature of Lessee** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **SOCIAL HALL RENTAL AGREEMENT**

1. The User must identify in writing the nature and purpose of the intended Use of the Parish Facilities. No Use of the Parish Facilities will be allowed that is in conflict with, contravention of, in opposition to, or which ridicules the teachings, tenets or philosophy of the Roman Catholic Church or for any immoral or illegal purpose, as determined in the sole discretion of the Parish. It is the User's responsibility to provide sufficient information about the planned Use to allow the Parish to make a determination whether the planned Use of the Parish Facilities complies with this provision and to inquire whether the planned Use of the Parish Facilities complies with this provision. The Parish shall have the right to terminate this Agreement at any time if the Parish, in its sole discretion, determines the Use violates this provision or the User misrepresented the planned Use of the Parish Facilities. In that event, the User shall forfeit any deposit and shall be responsible for all damages incurred by the Parish.

2. In accordance with Minnesota Statute §363A.26, the Parish Facilities may not be Used to solemnize or celebrate a civil marriage, except a marriage between a man and a woman.



## FACILITY USAGE LIABILITY, INDEMNITY AND DAMAGE AGREEMENT

**PARISH/INDEMNITEE:** \_\_\_\_\_

(Parish is understood to include the Archdiocese of Saint Paul and Minneapolis)

**RENTER:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

In consideration of the RENTER'S use of the FACILITY for the EVENT listed above, RENTER agrees as follows:

1. **TO** provide the Parish with a Certificate of Insurance naming the Parish and the Archdiocese of Saint Paul and Minneapolis, their employees, and all other persons identified in interest therewith (hereinafter referred to as "the Indemnitees"), as Additional Insureds under a policy of liability insurance, with limits of at least \$1,000,000 per occurrence, insuring RENTER'S liability for damage and injury to person and property arising out of RENTER'S acts or omissions related in any way to the EVENT. RENTER agrees to provide such Certificate to the Parish at least 10 days prior to the EVENT. RENTER also agrees to insure that its liability insurance policy will be primary in the event of a covered claim or cause of action against Indemnitees.
2. **TO** protect, defend, indemnify and hold harmless, the Indemnitees, from and against any and all claims, liability, suits, and judgments, and all reasonable costs, including defense costs, attorneys' fees, court costs and expert fees, for damage and injury to person and property arising out of RENTER'S acts or omissions related in any way to the EVENT.
3. **TO** protect, defend, indemnify and hold harmless, the Indemnitees, from and against any and all claims, liability, suits, and judgments, and all reasonable costs, including defense costs, attorneys' fees, court costs and expert fees, for damage and injury to person and property arising out of the acts or omissions, related in any way to the EVENT, of any and all persons attending, or participating in, the EVENT, or using Parish property, real and personal, for any reason related to the EVENT.
4. **TO** protect, defend, indemnify and hold harmless, the Indemnitees, from and against any and all claims, liability, suits, and judgments, and all reasonable costs, including defense costs, attorneys' fees, court costs and expert fees, for damage and injury to person and property, sustained by any person or entity attending, or participating in, the EVENT, or using Parish property, real and personal, for any reason relating to the EVENT.
5. **TO** provide the Parish, at least 10 days prior to the EVENT, with Certificates of Insurance for all vendors, including, but not limited to, all performers, entertainers, bands and caterers, attending, or participating in, the EVENT, certifying that such vendors are insured for liability, with limits of at least \$1,000,000 per occurrence, for damage and injury arising out of vendors' acts or omissions, and naming the Indemnitees as Additional Insureds for the EVENT.
6. **TO** assume entire responsibility for any and all damage to Parish property, real and personal, caused by RENTER, any person attending, or participating in, the EVENT, or using Parish property, real and personal, for any reason relating to the EVENT.

7. **TO** identify in writing the nature and purpose of the intended Use of the Parish Facilities. No Use of the Parish Facilities will be allowed that is in conflict with, contravention of, in opposition to, or which ridicules the teachings, tenets or philosophy of the Roman Catholic Church or for any immoral or illegal purpose, as determined in the sole discretion of the Parish. It is the RENTER'S responsibility to provide sufficient information about the planned Use to allow the Parish to make a determination whether the planned Use of the Parish Facilities complies with this provision and to inquire whether the planned Use of the Parish Facilities complies with this provision. The Parish shall have the right to terminate this Agreement at any time if the Parish, in its sole discretion, determines the Use violates this provision or the RENTER misrepresented the planned Use of the Parish Facilities. In that event, the RENTER shall forfeit any deposit and shall be responsible for all damages incurred by the Parish.

8. **THAT** in accordance with Minnesota Statute §363A.26, the Parish Facilities may not be Used to solemnize or celebrate a civil marriage, except a marriage between a man and a woman.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**RENTER-** *(Must be an official agent of RENTER)*



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**FACILITY USAGE/INDEMNITY AGREEMENT**

PARISH: Church of St. Rita, Cottage Grove, MN

FACILITY USER: \_\_\_\_\_

DATE OF FACILITY USAGE: \_\_\_\_\_

TYPE OF FACILITY USAGE: \_\_\_\_\_

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless The Church of St. Rita and the Archdiocese of St. Paul/Minneapolis (referred to now as PARISH) against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USER'S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If, and only if, FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY 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 or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_  
(Must be an official agent of FACILITY USER)

NAME (Please Print) \_\_\_\_\_ DATE: \_\_\_\_\_



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**PLEASE READ THIS IMPORTANT INFORMATION  
INSURANCE COVERAGE**

Catholic Mutual Group  
267 8th St. E.  
St. Paul, MN 55101-2393  
651- 290-1605

**Re: Special Events Coverage**

Our Home Office has notified us that, **EFFECTIVE IMMEDIATELY**, the Special Events Coverage that has been available to be purchased for \$110.00 by persons and outside groups renting parish facilities is **no longer** available to be purchased for any and all of the following:

Fund raiser groups or organizations  
Fraternal organizations  
Men's or ladies' groups  
Benefit parties  
Workshops  
Business groups or gatherings  
Pro-life/Pro-choice groups  
Marketing, auctions, or sales  
Expositions  
League dinners-i.e.: pool, bowling

Charitable organizations  
Business & Class reunions  
Neighborhood groups or associations  
Pancake breakfasts  
Relief fund groups  
Athletic groups or clubs  
Volunteer organizations  
AA or Alanon parties  
Union meetings  
Talent shows

Coverage is **still available** for the following Special Events:

Weddings  
Anniversary parties  
Birthday parties  
Family gatherings, reunions, dinners  
Retirement parties  
Graduation parties

The above lists are not all inclusive

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**INSURANCE COVERAGE FOR SPECIAL EVENTS**

Persons renting parish property for a special event, such as a wedding reception, family party, etc., must have insurance coverage in the amount of \$1,000,000 Bodily Injury and Property Damage Liability coverage if 75 or more people are in attendance. Host Liquor Liability is required if liquor is being served regardless of the number of people attending.

Individuals and groups using the parish facility for personal interests, (it is not a parish sponsored program) must have insurance coverage in place to protect them and the Church.

Before purchasing the \$110.00 coverage, check with your Homeowner's Insurance agent to inquire if your policy will cover your event. The \$110.00 Special Events coverage is in excess to any other insurance available, so rather than purchase duplicate coverage, it is to your advantage to check first with your homeowner's insurance agent. Your agent can then provide you with an Insurance Certificate as evidence of coverage.

The Certificate should indicate the amount of coverage you have (\$1,000,000 liability required), the dates of coverage, the date of the event, type of event, and include Host Liquor Liability, if liquor is being served. The certificate must also name the Church of St. Rita as an **"additional insured"** for that specific event.

The Certificate of Insurance must be given to the Church 30 days prior to the rental date. A copy will be sent to Catholic Mutual, the churches insurance agent, for approval.

Whenever you have questions concerning the insurance, please call Catholic Mutual at 651-290-1605.

Catholic Mutual Group  
267 8th St. E.  
St. Paul, MN 55101-2393

**ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS**  
**2015-2016 APPLICATION FOR SPECIAL EVENTS COVERAGE**

**Name of Parish or Institution:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

(No P.O. Boxes) \_\_\_\_\_

**City/State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Lessee (Additional Insured) Information:**

Name of Sponsoring Organization or Individual Requesting Coverage

\_\_\_\_\_  
(Please Print Lessee Name(s) or Organization)

\_\_\_\_\_  
(If a band is applying for coverage, please indicate genre.)

**Lessee (Additional Insured) Contact Person:**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Type of Special Event** (Example: wedding reception, anniv. party, etc. - Please Specify): \_\_\_\_\_

**Time of Event:** From \_\_\_\_\_ To \_\_\_\_\_

**Approximate Number of Participants:** \_\_\_\_\_

**Is Liquor Being Served?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Is Food Being Served?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**To receive approval notification please print e-mail(s):**  
(Please Print E-mail(s) Clearly) \_\_\_\_\_

*Please be sure to complete each required field in the top portion of this form.  
Failure to do so may result in a delay or denial of coverage.*

The Special Events Coverage provides \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability & \$500,000 Property Damage Liability coverage per event (not per claim). **Submission of application does not bind coverage-all events are subject to**

This coverage is underwritten by **Nationwide Mutual Insurance Company**.

**Cost of Coverage: \$110 Per Event** Please note: Fees are subject to change on July 1 of each year. Previously scheduled events will be billed for amount of increase.

**Coverage does not apply to certain events such as, but not limited to:**

- Political Rallies
- Any carnival event
- Hip-Hop or Rap Bands (Except Christian Hip-Hop or Rap)
- Fireworks & fireworks displays
- Events involving alcohol being sold
- Sporting events including tournaments & camps
- Events with attendance of more than 1,000 persons
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events organized or operated by professional promoters/performers
- Events involving BYOB (bring your own bottle)
- Events where a fee or admission is charged, unless all proceeds go to charity
- Amusement rides, including mechanically operated devices, trampolines, rebounding & bungee devices

NOTIFICATION OF AN EVENT MUST REACH THE CATHOLIC MUTUAL ST. PAUL SERVICE OFFICE  
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT

**Please make check payable to: ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS - General Insurance Program**

**COMPLETE AND RETURN THIS FORM TO:** Catholic Mutual Group  
267-8th Street East  
St. Paul, MN 55101

**Please report all claims to C.M.G. Agency, Inc. Claims Department at 651-290-1605.**

**Approving Location: ST. PAUL, MN Phone No.: 651-290-1605 Fax No.: 651-290-1602**

**DISTRIBUTION:** Original: C.M.G. Agency, Inc., Copies to Lessee and Parish or Institution



## INSURANCE COVERAGE FOR SPECIAL EVENTS

Persons or groups renting parish property for a special event, such as a wedding reception, graduation party, community event, organizational meeting or other similar events, must have insurance to cover their event. If the event involves more than 50 people and/or alcohol, they must provide a Certificate of Insurance as proof of this coverage in the amount of at least \$1,000,000 Bodily Injury & Property Damage Liability Insurance and Host Liquor Liability (if liquor is being served). Homeowners Insurance will usually cover these types of events (renters should check with their Homeowners insurer to verify that their policy limit is sufficient to cover these events).

**Special Events Coverage is available for purchase at \$110 per event** by persons who do not have Homeowners Insurance or Renters Insurance to cover their event. Please refer to the updated Special Events Application for the types of events that do not qualify to purchase the coverage. When in doubt, please call our office if you have questions about what type of events are acceptable. Overnight events may be charged an additional fee. Please keep in mind that the fee for Special Events Coverage is subject to change from year to year, as the underwriters of this insurance may increase the fees that they charge to the Archdiocese. Since the policy year starts and ends on July 1, please remind persons who plan their rentals in advance that this fee may increase and that they will be responsible for the full amount.

Renters hosting events that cannot be covered by the Special Events Coverage will need to purchase coverage through an independent agent/insurance company and they must provide the church with evidence that they have purchased that coverage. A copy of the Certificate of Insurance should be given to the church and a copy should be sent to our office for approval, prior to the event, to be certain that they have adequate coverage.

Before your renters purchase the \$110 coverage, they should check with their Homeowner's Insurance agent to ask if their policy will cover their event. Their agent can then provide them with a Certificate of Insurance as evidence of their coverage. The Certificate should indicate the amount of coverage they have, the dates of coverage, the date of the event, type of event and include Host Liquor Liability, if alcohol is being served. Preferably, the certificate should name the church as "Additional Insured" for that specific event. The renter should then give the Certificate of Insurance to the church prior to the rental and a copy must be sent to our office for approval *at least 15 days prior to the event.*

There is no liability coverage available for the sale of liquor through a "cash bar" for your renter's events. It is against the law to sell liquor without a liquor license and only a licensed and fully insured liquor provider can dispense and sell alcohol for profit. Alcohol may be served at special events, but it may not be sold.

It is vital that individuals and groups using the parish facility for their own personal/business interests have appropriate insurance coverage in place, for their own protection as well as the parish's protection. Therefore, whenever you have questions, please call our office, (651) 290-1605.

Revised 2014