



They came from afar, bearing gifts and they adore Him.

Hall Rental

Today's Date: _____

Contract # _____

Pages: 1 of 2

Description	Reg. Parishioners	Non-Reg parishioners	Non-Parish event fundraisers
Hall Rental (cleaning & security included)	\$1,200	\$1,400	\$1,500
Damage Deposit	\$100	\$100	\$300
Liquor Insurance	\$300	\$300	\$300
Insurance to sell liquor (event host is responsible for obtaining a city license permit to sell alcohol)	N/A	N/A	\$300
TOTAL	\$1,600.00	\$1,800.00	\$2,400.00
Deposit Required	\$500	\$700	\$800
Final Hall rental price after reimbursement	\$1,500.00	\$1,700.00	\$2,100.00

Maximum capacity: 200 people Adults and children
Hours: 6:00PM-12:00PM Saturday

Decoration of the hall is between 4pm-6pm. An additional charge of **\$50/hr** will be assessed if a different time is requested.

Name of person responsible for the rental of the hall: _____

Address: _____

Telephone: _____

Type of event: _____

Date of event: _____ **Hours** _____

Liquor: _____

Total Price: _____

Last payment shall be made thirty days before the event: _____

Date	Amount	Receipt #	Initials	Balance

Additional notes:



They came from afar, bearing gifts and they adore Him.

Pages: 2 of 2

○ **FOOD**

Our Food service area is ideal for serving your catered meals and drinks.

***GRILLING, OR COOKING INSIDE THE HALL IS TOTALLY PROHIBITED.**

○ **LIQUOR POLICY**

Must agree to have liquor insurance provided by Market Access

Only canned beer, 20 (24's); glass bottled beer prohibited; two barrels of beer maximum.

○ **DISPLAYS & DECORATIONS**

You are responsible for all decorations of the Banquet Hall. Decorations are permitted only on tables. Refrain from attaching **ANYTHING** to the walls. Do not use rice, birdseed, hay or confetti. Open flame candles or pyrotechnics on the premises are also prohibited.

○ **BAND & DJ's**

All power and appropriate tables will be provided. Microphone/Audio-Visual Aids/DJ/Live entertainment is responsibility of the event host. Music shall stop at **11:40PM**. Please keep in mind you are renting a parish premise, certain music may be inappropriate.

○ **CANCELLATION POLICY**

Any **cancellation** or **date change** will cost \$400 to registered parishioners and \$500 for non- registered parishioners.

○ **CHILDREN**

Parents are **absolutely responsible** for their children's behavior during the event. Children must always be under the supervision of an adult.

○ **TABLES**

The hall has 20 tables with a diameter of 70 inches.

○ **OTHER**

Our facility is air conditioned as of 8/1/2014.

Event Host shall not allow any dogs, cats or any other animals on the premises.

Epiphany personnel will be present at the premises at all time to ensure compliance and may immediately terminate the occupancy of the premises if in Epiphany's personnel reasonable judgment, the safety of the occupants or the structure is at risk of injury or damage, from any cause whatsoever.

Epiphany is not responsible for damage or loss of any personal property left by event host and guests on he premises before, during or after the event. Any property left shall be deemed abandoned and may be disposed off such property without notice and without obligation. Event host shall pay Epiphany for all expenses incurred in connection with the disposition of such property.

Event host will be required to sign the contract bearing the following conditions at the time to reserve the premises. Event host and guests shall not violate any laws, statues, or ordinances while on the premises.

Damage deposit reimbursement check will be ready on the Friday after the event. (Please call the Office the following Monday after the event to claim your deposit)

I agree with the terms and conditions of this contract:

Event Host signature

date

Office