



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

## SUNDAY HALL RENTAL

Today's Date: \_\_\_\_\_ Contract # \_\_\_\_\_ Pages: 1 of 2

Description	Reg. Parishioners	Non-Reg parishioners	Non-Parish event fundraisers
Hall Rental (cleaning included)	\$625	\$925	1,225

Maximum capacity: 200 people      Adults and children  
Hours: 1:00PM- 6:30PM      Sunday **50% discount** for social events

Name of person responsible for the rental of the hall: \_\_\_\_\_

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

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

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Total Price: \_\_\_\_\_

Last payment shall be made thirty days before the event: \_\_\_\_\_

Date	amount	receipt #	initials	balance

Additional notes:



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○ **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 no liquor during event.

○ **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 are the responsibility of the events host. Music shall stop at 6:15PM. Music volume should be respectful. Please keep in mind you are renting a parish premise, certain music may be inappropriate.

○ **OTHER**

Our facility is air conditioned as of 8/1/14.

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 the premises before, during or after the event. Any property left shall be deemed abandoned and may be disposed of 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 will be made five days after the event.

I agree with the terms and conditions of this contract:

\_\_\_\_\_  
Event Host signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office