

# ST. HELEN OF THE CROSS

ROMAN CATHOLIC CHURCH  
205 W. 8th Street; Eloy, AZ 85131  
(520) 466-7258

## HALL RENTAL APPLICATION

Renter's Name: \_\_\_\_\_

Address: City/State/Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Home Phone #: (    ) \_\_\_\_\_ Cell Phone #: (    ) \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Hours: \_\_\_\_\_ to \_\_\_\_\_

Event being held: \_\_\_\_\_ (if funeral luncheon please see special instructions on page 3)

Name of Caterer (if applicable): \_\_\_\_\_

Does the Caterer have a State Certification? \_\_\_\_\_ if yes, please enclose copy.

Caterer's Address: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

FEES	AMOUNT OWED	AMOUNT PAID	DATE PAID/INITIAL
<b>Deposit \$100.00</b>	\$	\$	
<b>Event Fee \$ 400.00 (5 hours)</b> Sacramental Celebrations, Baptisms, Weddings, XVs, Funerals, Stewardship Families	\$	\$	
<b>Private Event Fee \$500.00</b> (5 hours) (Non-church related) Baby shower, Birthday Party, Graduations, Anniversaries or non-stewardship families	\$	\$	
<b>LIABILITY INSURANCE</b> For Private Events Only - see attached form)	\$	\$	
<b>Kitchen Rental \$250</b>	\$	\$	
<b>Kitchen Deposit \$100</b>	\$	\$	
<b>Additional Hours \$75 each</b>	\$	\$	
<b>TOTAL</b>	\$	\$	

PLEASE READ AND INITIAL **PARISH HALL RENTAL AGREEMENT** ATTACHED. **NO ALCOHOLIC BEVERAGES** ARE TO BE DISTRIBUTED (OR SOLD) ON THE PREMISES WITHOUT PROPER LICENSES. **RENTER WILL BE RESPONSIBLE FOR ANY AND ALL FINES AND ALL DEPOSITS WILL BE FORFEITED IF ALCOHOL IS CONSUMED ON CHURCH PROPERTY.**

Name of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Name of Pastor: \_\_\_\_\_ Date \_\_\_\_\_

## PARISH HALL RENTAL AGREEMENT

### 1) Applications:

- a) Hall rental applications may be picked up at the Parish office during regular office hours or parish website at <http://www.sthelenchurch.com/applications-forms.html>
- b) Completed applications must be turned into the office 30 days prior to the event, (except for a funeral luncheon).  
Applicant initials \_\_\_\_\_

### 2) Fees:

- a) The Hall Rental Fee is \$ 350.00 for 5 hours for sacramental celebrations, Baptisms, Weddings, XV, Funerals and Stewardship families, or \$500.00 for private (non-church related) events or non-stewardship families.
- b) The fee for each additional hour is \$75.00
- c) The security deposit of \$100.00 must be paid when the Hall Rental application is submitted.
- d) Deposit refund is contingent to the cleanliness and repair needs after the event. The Hall will be inspected as soon as possible after the event.
- e) St. Helen of the Cross Church will deduct appropriate amount from your deposit for any damages that occur to the Hall that are a direct result of your rental party.
- f) If any damages exceed the amount of the security deposit, the applicant will be responsible for the cost of repairs to return the Hall to its original condition.
- g) The Hall Rental Fee does not cover the cost of Liability Insurance.
- h) The renter is responsible for providing insurance.
- i) A check or money order made out to the Diocese of Tucson must be submitted to purchase insurance coverage for the event. (See attached application).
- j) All fees are to be paid in full, one month prior to the event.
- k) Deposit will NOT be refundable if canceled 72 hours prior to the event.

**Note:** In the event of a funeral luncheon a **7 day notice** is required to purchase Liability Insurance that would allow any alcohol to be served on the church premises. This requirement is per the Diocese of Tucson.

Applicant initials \_\_\_\_\_

### 3) Kitchen:

- a) The kitchen is rented separately for a fee of \$225.00 and a \$ 100.00 deposit.
- b) To use the kitchen you must have someone who is certified by the Department of Health present throughout the party. Food handlers are required to have a **FOOD HANDLER'S CERTIFICATE**.
- c) The kitchen is to be used only as a warming kitchen. Cooking the food in the kitchen is prohibited. You also are to bring your own equipment, appliances and utensils.

Applicant initials \_\_\_\_\_

### 4) Security:

- a) St. Helen of the Cross will not provide security personnel and reserves the right to call the authorities and void this agreement if any disturbance is reported during the event.
- b) The renting party is responsible for hiring one (1) uniformed security personnel (not guest) who will be present during the entire event.
- c) If alcohol is served, the renting party is responsible for hiring two (2) security personnel (not guests) who will be present during the entire event. License must be presented to the Parish Office prior to the event.
- d) The maximum capacity of the Hall is 250 people. Violation of this policy may result in cancellation of the event and render this agreement void.  
Applicant initials \_\_\_\_\_

**5) Alcoholic beverages and smoking policy:**

- a) ALCOHOLIC BEVERAGES are not to be sold or distributed on the premises without the proper license from the City of Eloy, State and the Diocese of Tucson.
- b) Licenses must be presented to the parish office prior to approval of the application by the pastor or his representative.
- c) SMOKING is prohibited within 25 feet of the building.
- d) Violation of these policies will deem this agreement null. All people will be asked to leave the premises, and, if necessary, the police will be contacted.

Applicant initials \_\_\_\_\_

**6) Hall set-up and cleaning:**

- a) The Hall rental fee includes the use of tables and chairs. You may not bring personal tables and chair to use at the event. After the event you must set up the tables and chairs the same way they were set up.
- b) You may setup and decorate the hall one (1) day prior to the event if hall is available or early morning on the day of the event.
- c) No wall or ceiling decorations are to be used.
- d) The renting party is responsible for the entire hall cleaning after the event.

Applicant initials \_\_\_\_\_

**7) Keys:**

- a) If renting party needs a key for the hall it must be picked up in the Parish office one (1) business day prior to the event and dropped off in the mail box located outside the Parish office immediately after the event.
- b) The key is not to be used by anyone other than the renter and is not to be used for any other purpose outside the event.
- c) If the key is lost, a fee of up to \$500.00 may be assessed from the renter to help absorb the cost of replacing all the locks at the hall.

Applicant initials \_\_\_\_\_

I, \_\_\_\_\_ agree to indemnify and hold harmless St. Helen of the Cross Church from and against any and all claims, damages, losses and expenses, including attorney's fees resulting from the renting party's use of the facilities.

I, \_\_\_\_\_ agree to pay any damages that occur to the Hall that is a direct result of my party from the security deposit. If the damages exceed the amount of the security deposit, I will be responsible for the cost of the repairs to return the hall to its original condition.

I, \_\_\_\_\_ will be responsible for the key that I have signed out for the use of the Hall on \_\_\_\_\_. I will not use the key for any other purpose nor will I lend it out to any one for any other purpose.

**Funeral luncheons:**

- a) If there are not enough days prior to the funeral luncheon to obtain the appropriate liquor license from the City of Eloy and the Diocese of Tucson (see Liability Insurance form attached), there is **NOT to be ANY alcoholic beverages consumed or sold at the event.**

Applicant initials \_\_\_\_\_

