

GUIDELINES FOR ST. MARY'S PARISH CENTER RENTAL

Cost of Rental:

- To rent the parish center on Friday or Saturday night the fee is \$250.
- To rent the parish center on a Sunday - Thursday evening or Saturday/Sunday during the day the fee is \$75.

Included with the center would be:

- Space reserved shall have the requested number of tables and chairs set in place and removed after your event as part of your rental agreement up to a maximum of 300 people.
- All utilities and fine cleaning will be included in your rental agreement (fine cleaning to be defined as vacuuming, dusting, polishing of tables, etc.)

The following are requirements of all events scheduled at St. Mary's Parish Center:

- All decorations and or supplies and equipment associated with the event must be removed from the hall within 60 minutes after the event concludes.
- No confetti or glitter dust may be used with decorations at any time.
- A security deposit in the amount of \$100 shall be required.
- There will be a walk through before and after the rental event with the manager or a representative.
- Any damages to include scratches, burns, broken chairs or tables, damage, etc. will be deducted from the security deposit to the extent that the deposit covers such expense.
- Any costs in excess of the damage deposit will be billed to the name on the rental contract of which said contract will guarantee payment by that individual for such excess damages.
- Nothing can be fastened, pinned, nailed, or glued to the walls & doors.
- In the event of liquor use, the last liquor served for the event shall be at 11:30 P.M. All liquor will become unavailable after that time and the event shall be concluded no later than 12:00 A.M. No Liquor, beer, wine, or soft drinks shall be taken out side.
- Any food catering to be brought into the rental space shall be approved by the Parish Center manager.
- The caterer selected will be responsible for all linen, bartenders, china, glass and flatware used. There is a "no smoking" policy in the building at all times.
- Bands must be approved by Parish Center Manager.
- All caterers must provide certificate of insurance and copy of liquor license (if caterers will be serving alcohol). Both copies must be on file in parish office 1 month prior to event.

Policy Procedures

- 25% of the rental fee is due at time of booking. The balance is due 30 days prior to the event.
- \$100 security deposit is due no later than 2 weeks prior to event date and will be returned within 7 days after event barring any damages.
- Set up time for the Lessee or Caterer will be limited to the date reserved, unless approved by the Parish Center manager.

Alcohol Policy

- The serving of alcohol will comply with the laws of the Illinois, Madison County, and City of Alton.
- All alcohol must be served through a caterer who has provided the parish center with a certificate of insurance and a state and city liquor license. Renter may choose to bring in their own alcohol for a private event, in which case, renter must apply for a Liquor Liability Policy from the Springfield Diocese. The fee is \$100 and it must be completed through St. Mary's Parish Office at least 4 weeks prior to event.
- No persons under the age of 21 will be furnished alcohol.
- At the discretion of the bartending employees, alcohol service may be discontinued for any group or individual.
- All bars and alcohol service will be discontinued 30 minutes prior to the scheduled end of all events.

Other Guidelines

- The Lessee shall not use the premises in violation of any federal, state, city, or county laws, ordinances, or regulations.
- The Lessee or individual is responsible for any and all damages excluding normal wear and tear.
- No decoration may be pinned or taped to any painted or wood surfaces at St. Mary's Parish Center.
- Due to the difficulty of cleanup, glitter and confetti are not allowed as table decorations
- Throwing of rice or birdseed is not permitted.
- St. Mary's Parish Center is a smoke-free facility.
- St. Mary's Parish Center is only leased to St. Mary's Parishioners or someone "sponsored" by a St. Mary's Parishioner. The St. Mary's Parishioner leasing the center must remain on the premises during the event and is responsible for the conduct of their guests, including minors. (A St. Mary's Parishioner is defined as one who attends and contributes to St. Mary's Parish on regular basis. Parishioner status will be determined at the discretion of the Pastor.)
- St. Mary's Church and Parish Center is not responsible for damage, or injury caused by florists, DJs, bands, or other vendors contracted by the Lessee.