

# *Our Lady of the Rosary Catholic Church*

5622 Julie Drive  
Panama City, FL 32404

Office 850-769-5067  
FAX 850-769-1227

## **Parish Hall / Meeting Room Rental Contract**

(Revised 10/5/2011)

### **Renter Information:**

Name \_\_\_\_\_ Association \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ FAX/Mobile \_\_\_\_\_

### **Event Information:**

Name / Type \_\_\_\_\_ Date \_\_\_\_\_ Alcohol? \_\_\_\_\_ Food? \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

### **Fee Information:**

Security Deposit: \$ \_\_\_\_\_ (Non-Refundable; Due at Contract Signing)

Rental Fee (Parish Hall): \$ \_\_\_\_\_

Rental Fee (RE Room): \$ \_\_\_\_\_

Set-up / Clean-up Fee: \$ \_\_\_\_\_

Event Manager Fee: \$ \_\_\_\_\_

Insurance Fee: \$ \_\_\_\_\_

Damage Deposit: \$ \_\_\_\_\_ (Refundable)

### **Fee Collection Record:**

Total: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Damage Deposit Returned: \$ \_\_\_\_\_

Date \_\_\_\_\_

**By signing this Rental Contract, the Renter acknowledges reading and understanding the Terms and Conditions, and understands that this Rental Contract is binding on both parties and organizations they represent.**

<b>Renter:</b>	<b>OLR Representative:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Print Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

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## **Facility Rental Price List**

(Revised 10/5/2011)

Security Deposit (Non-Refundable; Due at Contract Signing)	\$250.00
Damage Deposit (Refundable)	\$500.00
Parish Hall (approx. 8000 sq. ft. of open space)	\$750.00
Religious Education Hall	\$250.00
Set-up / Clean-up Fee	\$250.00
Event Manager Fee	\$150.00
Diocese Insurance Liability Fee	(Variable depending on nature of event, number of attendees, etc.) (See Diocese Liability Insurance fee schedule attached)

Cancellation/Refund: If cancellation by either party occurs more than thirty (30) days before the scheduled event, all fees will be returned. The Security Deposit is non-refundable if the Renter cancels inside thirty days of the rental date.

Note: Certain fees may be waived for rentals by Our Lady of the Rosary Parishioners.

## **Features**

<b>Paved parking</b>	<b>Covered Entrance</b>	<b>Handicap Friendly</b>
<b>24 Tables: 72" Round</b>	<b>Padded Chairs (8/rd table)</b>	<b>Outside Courtyard</b>
<b>6 Rectangular Tables</b>	<b>Non-Smoking</b>	<b>Kitchen w/ Usual Equipment &amp; 10' Serving Window</b>

Our Lady of the Rosary Church staff will set up the room(s) to your specifications.

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## **Parish Hall / Meeting Room Rental Contract Terms and Conditions**

(Revised 10/5/2011)

To secure rental of Our Lady of the Rosary Catholic Church facilities, the renter must pay the Security Deposit and sign this document indicating understanding and agreement with these Terms and Conditions.

### **Payment**

Security Deposit The Security Deposit is due when the contract is signed. The Security Deposit is non-refundable inside of 30 days of the rental date.

Damage Deposit The Damage Deposit is refundable and will be returned to the Renter upon satisfactory inspection of the rented facility after use. A portion of the deposit may be retained to partially compensate the Church for any damages or clean up costs attributable to the Renter.

Rental Fee The Rental Fee is due in full 2 weeks prior to the date of the event unless this contract is completed less than 2 weeks to the planned date of use. In the latter case, the rental fee must be paid when the contract is signed.

Cancellation / Refund If cancellation by either party occurs more than thirty (30) days before the scheduled event, all fees will be returned. The Security Deposit is non-refundable if the Renter cancels inside thirty days of the rental date.

Returned Checks There will be a \$50.00 fee for any returned checks.

### **Destruction / Damage**

Destruction If Our Lady of the Rosary Catholic Church's facilities are destroyed by fire or any other cause, or unforeseen circumstances make the fulfillment of this contract impossible, then this Rental Contract shall terminate, fees shall be returned, and the Renter waives all rights to any claims against Our Lady of the Rosary Catholic Church.

Damage If anyone who is attending the event sponsored by the Renter damages the facilities, the renter shall pay for all necessary repairs.

### **Facility Use**

General Liability Insurance The Renter must provide proof of insurance at least 15 business days prior to the date of the event. If unable to meet this requirement, the Renter must purchase liability insurance through the Diocese of Pensacola-Tallahassee. The fee depends on the nature of the event, number of attendees, etc., as seen on the Diocese's fee schedule attached. Nationwide Mutual Insurance Company provides limits as seen on the attachment.

Event Manager An Event Manager is required for all events. The Event Manager will be on location throughout the event to make the Parish's facilities accessible to all parties participating in the event and to ensure the terms and conditions of the contract are being met.

Conduct Use of tobacco products of any type and foul / obscene language **shall not be permitted** anywhere inside the facility. Adult supervision is required of all persons under the age of 18 at all times. No pets, except service dogs, shall be allowed.

Alcohol Alcoholic beverages are restricted to "by invitation only" events such as wedding receptions and similar private parties. The sponsoring person / organization accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be

cause for consumption of alcoholic beverages to immediately cease.

All events serving alcohol under this Contract shall come under the guidelines of the appropriate Florida State Statutes administered by the Florida Division of Alcoholic Beverages and Tobacco. No open alcoholic beverages shall be taken outside the building. **Under no circumstances shall alcohol be sold.**

**Weddings** The beliefs of the Catholic Church prohibit the performance of weddings on the property of Our Lady of the Rosary Catholic Church unless sanctioned by a Catholic priest.

**Security**

**Building Security** Our Lady of the Rosary Catholic Church shall not be responsible for valuable items left in the facilities.

**Building Safety** Capacity of Parish Hall: **499 persons maximum. Private events only. No event that is open to the general public shall be allowed. Parking in designated spaces only.**

**Exits** No portion of any passageway or exit door shall be blocked or obstructed in any manner.

**Set-up / Clean-up**

**Set-up** Access to the facilities for set-up, including caterers, shall be during the hours stated on the face of this contract. The Event Manager's sole responsibility is to supply the tables, chairs, trashcans and liners and other equipment as specified on the specification form. **We do not provide linens, tableware or flatware. Kitchen appliance use must be preapproved.** The Event Manager shall not be responsible for setting up or taking down any equipment brought in by or for the Renter.

**Clean-up** The facilities shall be left in as good a condition as found at the start of the rental period. All food, beverages, equipment and other supplies shall be removed from the premises immediately after use of the facilities and **NOT LATER THAN THE END TIME STATED ON THE FACE OF THIS CONTRACT.**

**Decorations** Renter shall not cause or permit the facilities to be damaged, marred, defaced or changed in any manner. Renter shall not place nails, tacks, hooks, screws or other fasteners into any part of the facility nor shall the renter use adhesives of any type.

**By signing this Rental Contract, the Renter acknowledges reading and understanding the Terms and Conditions, and understands that this Rental Contract is binding on both parties and organizations they represent.**

<b>Renter:</b>	<b>OLR Representative:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Print Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

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## **Room Set-up Specification Form**

(Revised 10/5/2011)

### **Renter Information:**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Rental Includes :            Parish Hall \_\_\_\_\_            RE Room \_\_\_\_\_

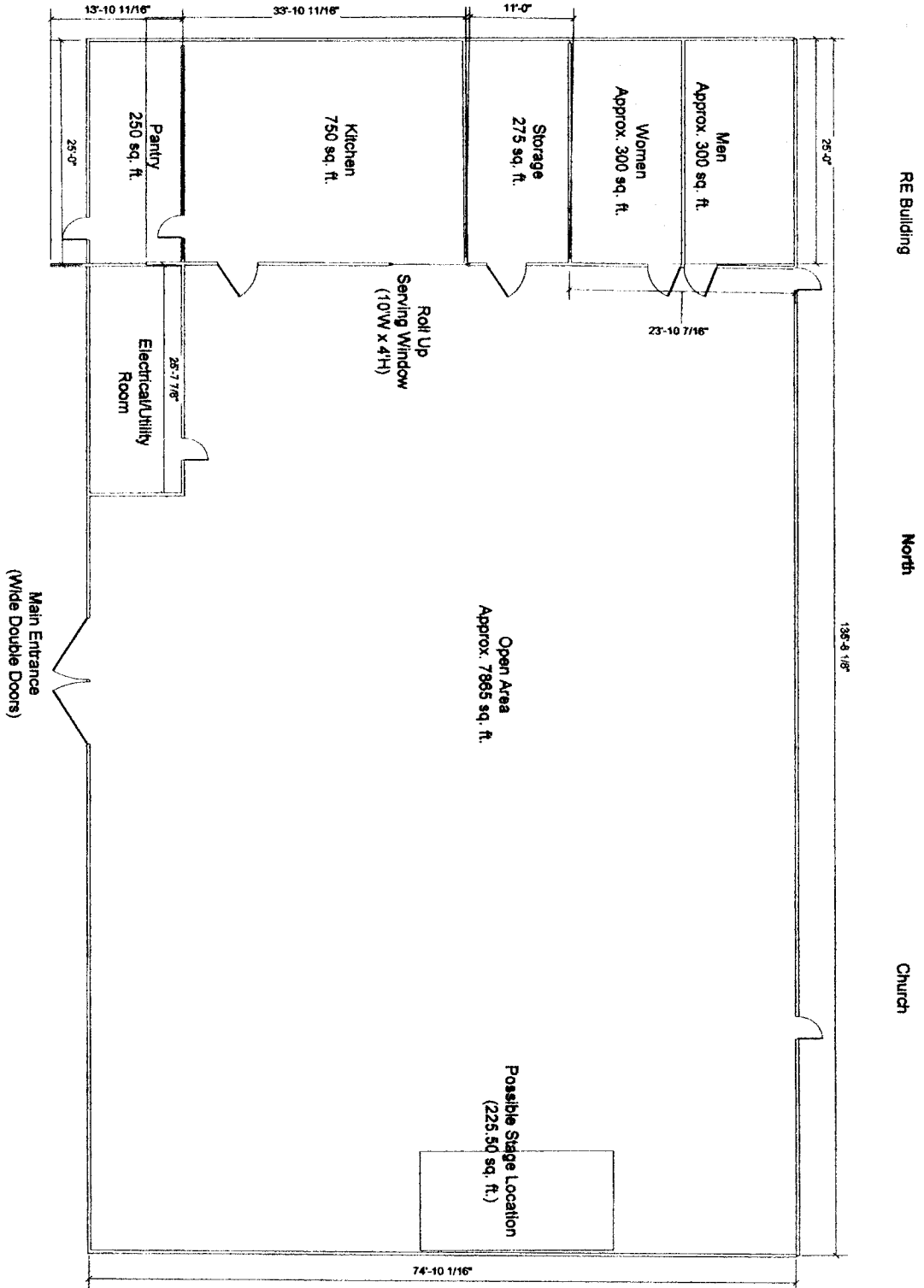
### **Table Placement Form**

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## Parish Hall Drawing



**DIOCESE OF Pensacola Tallahassee -GL FACILITIES USER PROGRAM 2011-2012**

**INTENT OF THIS PROGRAM:** Provide coverage for events or activities held at **PARISH/DIOCESAN** facilities that are not sponsored by the Parish or other Diocesan Entity.

**INSURANCE COMPANY:** Nationwide Mutual Ins. Company  
**Shared LIMITS for the year:**

Each Occurrence \$1MM	Personal and Advertising \$1MM
General Aggregate per event \$1MM	Damage to Premises rented to you \$300,000
Products Completed pts Aggregate \$1MM	Premises Medical Payment \$3,000

- This is issued as a matter of information only and does not amend, extend or alter the coverage provided by the actual insurance policy.

<b>Attendance</b> Pricing is based on daily attendance for the entire time of the event up to 3 continuous days	Price Per event	<b>Concessionaires PER DAY</b> Cost for adding a Vendor as an Additional insured See list for non approved vendors	The following events are subject to underwriter approval -need to submit for approval
1-1,000	\$100.00	\$65.00 Exhibitors  \$65.00 per day/per concessionaire (Non-Food Sales)  \$65.00 per day/per concessionaire (Food Sales)	>Any Risk with the SALES of alcoholic beverage, need to complete an application for approval (small charge may apply) >Dances under 21 >Fireworks Exhibitions-Sponsor's risk only >Any event not listed >Haunted Houses >Parades >Events where a fee is charged >Water activities >Recreational vehicles >Political Rallies >BYOB events(Bring your own bottle) >Regular Parish events >Events over 3 days; 72 hours
Overnight Events	\$120.00		
Events scheduled for up to 3 days in length	\$190.00		
Premiums above includes sublimit for defense cost SA coverage			
<b>All Events need to be reported prior to the event date. Overnight events will need to complete the Abuse Molestation application</b>			

**COMPLETE AND RETURN THIS FORM WITH PAYMENT BY CHECK OR MONEY ORDER MADE PAYABLE TO:**  
 Diocese of Pensacola-Tallahassee /Attn : Jean Ori or Linda Livingston  
 11 North B Street  
 Pensacola, FL 32502  
 Phone 850-435-3500 Fax 850-436-6424

<p align="center"><b>PARISH OR INSTITUTION INFORMATION</b> (where event takes place)</p> <p>Location Name _____                  Complete Street Address: _____                  _____                  Location Contact Person: _____                  _____                  Phone No. _____</p> <p align="center"><b>IMPORTANT</b></p> <p><b>NOTIFICATION OF ANY EVENT MUST REACH ARTHUR J. GALLAGHER AT LEAST 6 DAYS IN ADVANCE OF THE EVENT (Thank you for your cooperation)</b>  <b>LATE EVENTS ARE TO BE DENIED BY THE COMPANY.</b></p>	<p align="center"><b>EVENT INFORMATION</b></p> <p>1. Type of Special Event (Example: Wedding, Dance, etc. Please specify _____)</p> <p>2. Event Contact Person (Name, Complete Address/ zip code &amp; Phone #):                  _____                  _____</p> <p>3. Name of Sponsoring Organization or Individual Requesting Coverage /Named Insured: _____</p> <p>4. Date of Event*: _____</p> <p>5. Time of Event: From _____ To: _____</p> <p>6. Is Liquor being served? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>7. Is Food being served? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>8. Any Vendors? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>9. Approximate Number of Participants: _____</p> <p>10. Amount paid: \$ _____</p>
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\* Overnight events need to specify and describe activities on a separate page.

## EXCLUDED EVENTS

Saddle Animals  
Rodeos  
Day care operations  
Corporal Punishment  
Aircraft  
Hot Air Balloon  
Airfield or Airport Facility  
Racing or Stunting of Autos  
Motorcycles  
Snowmobiles  
Watercraft or Powerboats  
Mechanical Amusement Rides and/ Or Bungee Jumping Operations (unless specifically endorsed)

Activities Participants exclude for LLP coverage includes the following: Bobsled, Box Lacrosse, Boxing , Bungee, Jumping, Cricket, Cycling, Football, Han Gliding, Sky Diving, Horse Racing, Ice Hockey, Jai Lai, Judo, Luge, Orienteering, Rafting, Motorsports, Rodeos, Rugby, Skiing, Parachuting, Wrestling, cliff Diving, Mud Volleyball, Roller Derby, Wind surfing, Triathlon, Arm Wrestling Scuba Diving