

RENTAL CONTRACT

St. Bartholomew Church (LESSOR) hereby enters into a lease/rental agreement with

_____ (LESSEE)
subject to the terms and conditions set forth herein.

LESSEE ADDRESS: _____

LESSEE PHONE: Home) _____ Work/Cell) _____

RENTAL VENUE: A) Marian Hall _____ B) Madonna Room _____ C) Pavilion _____

*Diocese of Greensburg regulations prohibit **NON-CATHOLIC** ceremonies on church property.

*Will alcohol be served at the event? YES _____ NO _____

EVENT DATE: _____

START TIME: _____ END TIME: _____

EVENT DEADLINES: 1) Saturday start time is NO EARLIER than **5:00 pm for weddings** not held St. Bartholomew's and **6:00 pm for fundraisers** 2) Band/DJ ends music by 11:00 pm 3) LESSEE to vacate premises by 12:00 midnight 4) Deadlines for events held on days other than Saturday to be determined as per each event

NUMBER OF GUESTS (capacities: Marian Hall=400, Madonna Room=100, Pavilion=100): _____

CATERER: Name: _____ Phone: _____

*FUNDRAISER SELF-CATERING: LESSEE is responsible for cleaning as per St. Bartholomew's cleaning check list. Use of downstairs kitchen is prohibited.

- RENTAL FEES:** A) Marian Hall Weddings (\$1,000) deposit (\$300)
B) Marian Hall Fundraisers (\$1,000) deposit (\$300)
C) Madonna Room (\$150)deposit (\$50)
D) Pavilion (\$100).....deposit (\$50)
E) Diocese of Greensburg Event Insurance (fee according to event type)

*Deposit is NON-REFUNDABLE and caterer approval is required before reserving the hall. Final payment is due 30 days before the event.

*The Diocese of Greensburg requires the LESSEE to obtain event insurance (\$1,000,000 general liability per occurrence) for any non-parish sponsored event. If LESSEE already possesses this coverage, LESSOR requires a Certificate of Insurance from LESSEE showing: **A) LESSEE shown as insured, B) general liability coverage of \$1,000,000, C) active policy period, D) event date, church property listed, and event description referenced E) St. Bartholomew Church and Diocese of Greensburg as additional insured.**

St. Bartholomew payments: Date _____ Amount _____ Check # _____

Date _____ Amount _____ Check # _____

Diocese of Greensburg payment: Date _____ Amount _____ Check # _____

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FOOD & DRINK: All food, beverages, and bartenders are the responsibility of the LESSEE and may be delivered after consulting with our facilities manager. Beer taps, CO2, and up to 350 pounds of ice are provided by the LESSOR.

EVENT CONDUCT: LESSEE assumes full responsibility for the orderly conduct of the event, the persons in attendance of the event, and any person or group working at the event, in accordance with the regulations of the LESSOR. Any damage to the facilities is the responsibility of the LESSEE. LESSEE accepts the responsibility of restricting alcohol consumption to adults ages 21 years and older and agrees to have a PLCB carding policy in effect. LESSEE assumes full responsibility of any loss of, or damage to, personal property belonging to any attendee or worker at the event.

DECORATIONS: LESSEE may decorate two days before the event after consulting with the facilities manager. Decorations must be secured with tape (no permanent fasteners such as nails or screws). No open flames are permitted. Decorations must be removed by the LESSEE the day of the event.

EVENT PROTOCOLS: LESSOR shall provide a representative during the event to assist the LESSEE if issues occur with the normal operation of the facility. Audio functions are the responsibility of the LESSEE. LESSOR will direct vehicle parking and attendees must follow parking instructions. Tables and chairs will be supplied and set up by the LESSOR after consulting with our facilities manager. Stage use is for band or DJ ONLY. Alternative arrangements must be made and documented 14 days in advance of the event.

ACKNOWLEDGEMENT: The LESSOR knows of no defect or hazard on its property which would be injurious or cause liability/damage to a patron. The LESSEE signature acknowledges liability insurance coverage of guests, workers, and property involved in the event.

LEASE/CONTRACT: LESSEE acknowledges lease of a specified portion of LESSOR'S premises for a period of time. St. Bartholomew Church and its properties, Diocese of Greensburg, Bishop Edward C. Malesic, JCL, Benedictine Society of Westmoreland County, Archabbot Douglas Nowicki, OSB, and Pastor/Reverend Justin Matro, OSB, will be held safe and harmless from any and all claims made as a result of the use of said premises and by any one for the activities of any of the LESSEE's guests, invitees, or employees. By signing this document LESSEE acknowledges complete understanding of, and agrees to abide by, the conditions described in this agreement.

LESSOR Signature _____ Date _____

LESSEE Signature _____ Date _____

Questions can be directed to:

Fr. Justin Matro, O.S.B. (Pastor/Hall Coordinator) at (724) 834-0709

Chuck Garris (Facilities Manager) at (724) 205-3154