

Heritage Hall Facility Use Request & Agreement

Church of Saint Joseph, 12 W Minnesota St., Saint Joseph, Minnesota 56374

Contact Person: _____

Address: _____

Phone(s): _____

Email: _____

Category: Parish Member Non-Parishioner Organization _____

Date of Event: _____ Event: _____

Food Served? yes no Name of Licensed Caterer: _____

Liquor Served? yes no Name of Licensed Caterer: _____

Time Range: _____ # Expected Attendees: _____ (maximum seating capacity: 245 people)

Set-up Details: _____

Fees Total Rental Fee \$ _____

\$100 Rental Deposit (non-refundable) Date Paid: _____ Cash Check # _____

Rental Fee Balance \$ _____ Date Paid: _____ Cash Check # _____

Damage Deposit Due: \$300 \$500 Date Paid: _____ Cash Check # _____

Damage Deposit Refunded \$ _____ Date: _____

License and Insurance (Required at least 14 days before event)

Certificate of Event Insurance Received

Food Caterer Proof of License Received

Liquor Caterer Proof of License Received

The Organization and the person responsible agrees to name the Church as an additional insured on the event insurance, agrees to hold the Church of Saint Joseph harmless from any and all claims and liabilities, and agrees to indemnify the Church therefrom.

I acknowledge that I have read, and agree to abide by, all of the provisions above and all policies and procedures stated in the Facility Use Policy & Procedures document which are incorporated herein by reference. By signing this contract, I further agree to pay all charges related to this Event, including any additional fees or incidentals brought on by this Event.

Responsible Person Signature: _____ Date: _____

Parish Office Signature: _____ Date: _____