

# All Saints Catholic Church

*Special Event Hall Rental Application and Contract*

*10900 West Oakland Park Blvd*

*Sunrise, FL 33351*

*Phone: (954) 742-2666 Fax: (954) 741-7238*

*Type of Event:* \_\_\_\_\_

*Contact Person:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*City, State Zip Code:* \_\_\_\_\_

*Home Phone:* \_\_\_\_\_ *Cell Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Date of Event:* \_\_\_\_\_ *Time of Event:* \_\_\_\_\_ *(#) of Guest:* \_\_\_\_\_

*Rental Room Requirements:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Special Requirements/Comments:*

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\_\_\_\_\_  
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## Rental Hall Rates and Procedures

### Rates:

Full Day Rental Parishioner:	\$1,000.00	\$ _____
Full Day Rental Non- Parishioner:	\$1,500.00	\$ _____
Friday Evening Rental Parishioner:	\$800.00	\$ _____
Friday Evening Rental Non- Parishioner:	\$1,250.00	\$ _____
Meeting Room	\$300.00	\$ _____
Meeting Room with Hall Rental	\$200.00	\$ _____

### Payments:

Non-Refundable Deposit \$500.00 \$ \_\_\_\_\_

### At the time of booking in order to save the date and hall

Refundable Security Deposit: \$150.00 \$ \_\_\_\_\_

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

Full Payment Received (30 days prior to event) \$ \_\_\_\_\_

### All Functions:

All family center event rentals will require existing parish membership here or at any other Catholic Church.

### Cancellation Policy:

All Event types in order to receive refundable balance must cancel within 30 Days of the event date. In the event of an unforeseen circumstance as an illness the Church will provide specific allowable adjustments by the Church office Manager. The Manager must be contacted immediately.

**The Pastor must approve any variances from the above policies in advance.**

**I understand and agree to abide by all Reception Hall prices and regulations as mentioned in the above statement.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

# Reception Hall Policy

## Procedure for Booking Reception Hall:

1. All reservations for the Reception Hall use must be made through the Office Manager at the Church office. When making your reservation you must set the date and time for your event. Application for the use of the building must be made in writing.
2. A non-refundable deposit is required to reserve the Reception Hall. The reservation is considered confirmed when the required deposit has been received and accepted. If damages are found, additional charges may be incurred to make repairs as needed at the end of the each event.
3. Full Payment must be received no less than 30 days prior to the event. Failure to pay the balance within 30 days will result in cancellation of hall rental.
4. A Walk through inspection will be scheduled before and after each event.

## Guidelines For Use of Reception Hall:

1. The maximum number of people allowed in the Reception Hall is (350) sit down dinner and (600) auditorium placing.
2. All Saints Catholic Church will make every effort to provide the Rental Party/Decorators/Caterers adequate time to set up, however, access to the Reception Hall can only be guaranteed 5 hours prior to the event and will conclude at 12:00AM.
3. In the event you plan to use a caterer for your event, the caterer must have adequate property damage and liability insurance for the protection of the rental party. If alcohol is served, the caterer must have all appropriate permits and proof of Liquor Law Liability insurance. This documentation must be copied and provided to the Church Office two weeks prior to the event. Not submitting these documentations can result in the cancellation of the event.
4. Rental of the Reception Hall includes a fully equipped commercial Kitchen capable for food production. Round Tables, Chairs, White linen, White Napkins and Place Setting for (200) is readily available when in house caterer is used.

5. *Room Set up & Breakdown of tables and chairs is available when the hall tables and chairs are used. Any additional tables and chairs are the sole responsibility of the rental party or caterer.*
6. *The set-up and delivery of all floral arrangements, decorations, tableware, linens, glassware and all other accessories are also the responsibility of the rental party or caterer. No deliveries can be made before 3pm on Friday evening events.*
7. *A List of all outside vendors and time of arrival must be provided with contact information one week prior to the event.*
8. *The rental party or caterers are responsible for all setup and cleanup of production. It is the obligation of the rental party or caterer to leave the facility in the same condition as found. All or a portion of the security deposit will be retained should the rental party or caterer fail to honor these regulations.*
9. *No Smoking is allowed in the Reception Hall facility.*
10. *Musical Entertainment is allowed. A Stage is provided for Live Band or DJ. Specifics per request.*
11. *The rental party will be responsible for all costs incurred for catering, decorations, and entertainment.*
12. *The rental party agrees to assume responsibility for any injury to person attending the event. The rental party is also responsible for the loss of any personal property resulting from the action or inaction of guests. The rental party agrees to assume responsibility for any damage to building caused by anyone attending or present on the premises as a result of their event.*

***I understand and Agree to the attached guidelines. I understand that non-compliance to the guidelines, and or damage incurred to the building is my responsibility. Non-compliance will result in part or all of my security deposit not being refunded. An itemized statement and receipt will be mailed if damages are incurred.***

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*Signature of Responsible Party*

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*Date:*

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*Card Type/Check Number:*

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*Expiration Date:*