

Holy Name Parish Activity Center Rental Agreement

Customer Name: _____

Type of Event: _____

Date of Event: _____

Number of Guests: _____

Start Time: _____ End Time: _____

This contract is designed to assure that parties to the lease understand their obligations so that the event is successful and enjoyable.

Rental Fee: \$3,500.00 and a \$300.00 deposit which will be applied to your rental fee.

Holy Name Parish Activity Center accepts cash, check, debit/credit card for payment.

Rental Time: 6 hours / **Additional hours may be purchased for \$100 per hour**

All guests must exit the hall at midnight unless otherwise discussed with event planner.

Holy Name Parish reserves the right to refuse rental to any individual or group.

Misrepresentation by Lessee may be cause for immediate cancellation with forfeiture of all deposits and fees paid.

Security:

Rental fee includes two (2) uniformed duly-commissioned law enforcement officers for the six hour event.

Final Payment:

Payment of the full rental fee is due thirty (30) days prior to your event with no exceptions unless previously discussed with Event Coordinator.

Returned Checks:

All returned checks will be charged a returned check fee of \$25.00

Cancellations:

Should you choose to cancel your event, the deposit is non-refundable.

\$300 (non-refundable) deposit.

Alcoholic Beverages:

Lessee may only provide keg beer or cans of beer. **No glass bottles of beer or glass bottles of wine coolers allowed on premises.** Guests may bring in one (1) bottle of liquor. **No ice chests are allowed.** Serving of alcohol is prohibited to all minors below 21 years of age. If you are selling alcohol at your event, a TABC permit is required and must be provided to the Event Coordinator prior to your event.

Concession Area:

The concession area will be open during your event. Set-ups, sodas, water, juices, chips and snacks are available for purchase. **Your guests are not allowed to bring in the above mentioned items.**

Smoking:

The Holy Name Parish Activity Center is a non-smoking facility. Vaping is not allowed in the Activity Center. Guests are invited to smoke outside the front of the hall only and **away from the front door.**

Catering:

Only catered food is allowed. **Kitchen may not be used for cooking.** Use of stove or oven is not allowed. There is a refrigerator and prep tables and counter spaces available for use. **Sodas or water may not be brought in unless discussed with Event Coordinator.** Red punch is not allowed.

Music:

Music must terminate at midnight, unless otherwise discussed with Event Coordinator, at which time breakdown and removal of all DJ equipment must begin.

Tables/Chairs:

Moving of tables is with approval of the Event Coordinator only. Tables must be covered with plastic or cloth. No paper covering is allowed. **Tables are to be picked up and carried and not dragged to avoid table leg damage.** The Activity Center will provide a maximum of 32 round tables and white padded chairs for seating unless previously discussed with Event Coordinator.

Decorations:

All decorations must be discussed with the Event Coordinator. Decorations are not allowed on the walls unless discussed with Event Coordinator. **Tape is not allowed.** Rice, confetti, bubble machine, and glitter are not allowed. **Candy stations must be approved by the Event Coordinator.... No exceptions! Gum is not allowed on the candy stations!** Decorating can be done the day prior to your event if no other event is taking place. DJ set up, cake delivery, floral delivery, and keg beer delivery must be coordinated with Event Coordinator as the hall must be open to allow entry. **If additional trips to the Activity Center are required for delivery and set ups, a \$100 additional fee will be charged to the client.**

Candles:

Candles must be enclosed in protective glass to comply with fire and safety regulations.

Clean up:

Complete clean up is provided with the exception of removing table covers (linens) and decorations. Trash will be emptied during your event by the event staff, however, at the end of your event, please designate an individual to assist with throwing the trash in the dumpster located outside of the kitchen back door, if needed.

Damages:

You will be contacted after your event if there is excessive cleaning necessary to restore the center to its original state. You will pay any and all charges related to damages to the hall.

Liabilities:

Holy Name Parish or Activity Center will not be responsible for any personal injury, theft, or loss of personal property occurring on the premises of the Activity Center.

Concealed Handgun:

Pursuant to Section 30.06, Penal Code (trespass by Holder of license to carry a concealed handgun), a person Licensed under Article 4413 (29ee), Revised Statutes (concealed Handgun law), may not enter this property with a concealed handgun.

Lessee shall indemnify and save harmless Gustavo Garcia-Siller, Archbishop of San Antonio and his successors in office, the Archdiocese of San Antonio, Holy Name Parish, and their employees, agents, and representatives from and against any claim, demand, cause of action for personal injury or property damage of every kind and character losses, liabilities, costs, expenses (including attorney's fees), without limit or limitation, and without regard to the cause or causes thereof, or the negligence of any party or parties, including the negligence of Lessor, whether such negligence be sole, joint, or concurrent, for injury, illness, or death of any person or damage to any property arising out of or in connection with this agreement or Lessee's use of Lessor's property. It is the express intention of the parties hereto that under this indemnity and Hold Harmless Agreement, Lessee shall indemnify and protect Lessor from the consequences of Lessor's own negligence of gross negligence, whether real or alleged. Lessee acknowledges that it has read the foregoing indemnity and Hold Harmless Agreement, knows it's content, meaning, and effect and has signed it voluntarily, willing, and without reliance upon any representations by Lessor.

I have read the above contract, fully understand the provisions and conditions,
and agree to abide by them.

Executed this _____ day of _____ 2025.

Lessor: Holy Name Parish

3814 Nash Blvd.

San Antonio, Texas 78223

210-333-5020