

Holy Name Parish Activity Center
Contract for Small Venue (Capacity 88 persons)

Name: _____

Date of Event: _____

Type 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 end result is a successful and pleasant event.

the 3 week \$500 2026
Rental Fee: \$400 for a maximum four (4) hour rental. This does not include decorating (set up) and removal of decorations (take down).

Additional \$50 fee per hour will be charged should you chose to exceed the four (4) hour rental agreement for your event.

Deposit: \$50 deposit is required at the signing of the contract to secure the date. The Holy Name Parish Activity Center accepts cash, check, debit/credit card for payment.

Final Payment: Payment of the full rental fee is due 30 days prior to the event with no exceptions unless previously discussed with Event Coordinator.

Cancellations: The deposit is non-refundable should you chose to cancel your event.

Decorating: All decorations must be approved by the Event Coordinator. No decorations are allowed on the walls unless secured by push pins and/or command strips. No tape allowed on walls!

Tables/Chairs: Any changes to the set up of the room must be approved by the Event Coordinator. Tables must be covered with plastic or cloth (no paper covering allowed). Tables and chairs are to be picked up and carried and will be returned to their original place at the end of the event. No movement of tables by one person only.

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

Catering: Lessee may provide catered food, prepared meals, and drinks. Kitchen may not be used for cooking. Use of the stove is not allowed. Sinks, countertops, and tabletops must be left clean. No ice chests and no glass beer/wine cooler bottles allowed on main floor! Alcohol is only allowed with prior permission from the Event Coordinator.

Smoking: The Activity Center is a non-smoking facility. Guests may smoke outside the front door of the building only and away from the front door.