

SAINT JAMES CATHOLIC CHURCH

301 FRANCES ST, MOLALLA OR 97038

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503-829-2080

PARISH HALL RENTAL FORM

CONTACT NAME: _____ CONTACT PHONE #: _____

Contact Email: _____

ADDRESS: _____ DATE OF EVENT: _____

TYPE OF EVENT: _____ TIME: _____ # ATTENDING: _____

LIQUOR BEING SERVED: **YES OR NO**

RENTAL RESERVATION AND PARISH HALL USE FEES – **150 Person Max**

Walls will remain up during Religious Education September to May

***Decorating to be done the day of the event** (except for weddings)

*only non-marring adhesive is to be used – no thumb tacks or tape

RENTAL RATE:

DAY USE: \$1,000.00 per DAY (see note A)

SECURITY/CLEANING DEPOSIT \$500 (FULL or PARTIAL REFUND – (see note B)

HOURLY USE \$200 per HOUR (4 HOUR MAXIMUM)

NOTE A: ALL DAY USE: Events must be ended, and **MUSIC TURNED OFF BY 10:00 PM** (as per City of Molalla ordinance) clean-up completed by 10:30pm.

NOTE B: SECURITY DEPOSIT is FULLY or PARTIALLY refundable when hall is clean, has no damage, no items missing and/or no loss of property and the entry key is returned. ALL decisions are final. A refund check will be held for pick up or sent to address of renting individual within two weeks following the conclusion of the event.

NOTE C: TABLES and CHAIRS: Saint James Parish provides twenty (20) tables and one hundred fifty (150) chairs for use in events.

NOTE D: ARCHDIOCESE OF PORTLAND IN OREGON INSURANCE PROGRAM

All functions serving alcohol, or have greater than 50 persons in attendance, must be insured through the Archdiocese of Portland through K&K Insurance at: [Catholic Diocese Tulip Program - K&K Insurance Group, Inc. \(kandkinsurance.com\)](http://CatholicDioceseTulipProgram-K&KInsuranceGroup.Inc.kandkinsurance.com), additional assistance in securing Tenant User Liability Insurance will be provided by the Parish Office upon request. The office will need a printed copy of your TULIP insurance policy to finalize the rental agreement for your event. Premium paid for the TULIP insurance policy is not included in this rental agreement, it is between K&K Insurance and the Renter.

CLEANING OF HALL/DAMAGES

The hall must be restored to its pre-event condition in as good or better condition. Any loss or damage to property as a result of renter's use will be paid by renter. This includes, but is not limited to:

- WIPE DOWN ALL TABLES AND COUNTERS
- ARRANGE TABLES AND CHAIRS
- BAG ALL GARBAGE AND CARRY OUTSIDE TO DUMPSTER AND REPLACE WITH CLEAN GARBAGE BAG
- TURN ALL LIGHTS OFF AFTER CLEAN-UP

USE OF PREMISES

Renter shall not use the premises for any purpose other than the type of event stated. Renter shall obey all applicable laws and regulations. Renter shall not make any improper or offensive use of the premises. Bounce Houses are NOT allowed.

CANCELLATION POLICY

- In the event of a cancellation, a full refund of all rental agreement monies and security deposit fees will be returned by check.
- In the event a funeral must be scheduled on the same day of the rental agreement, the funeral takes precedence over any hall rental event and may delay or change the rental time.

Renter's acknowledgment of the above:

SIGNATURE: _____ DATE SIGNED: _____
Printed name: _____

Pastor/Pastoral Associate signature acknowledging receipt of all required documents and payments –
Finalizing Rental Agreement:

SIGNATURE: _____ DATE SIGNED: _____
Printed Name: _____