

**ST. ROBERT PARISH HALL
52 SOUTH ELM ST.
WINDSOR LOCKS, CT 06096**

**TERMS
AND
GENERAL INFORMATION**

WE REQUEST YOU READ ALL OF THE TERMS AND CONDITIONS PRIOR TO BOOKING A DATE.
ANY INDIVIDUAL OR GROUP WISHING TO RENT OR FOR FURTHER QUESTIONS PLEASE CALL BARBARA CARLSON AT (860) 874-4713

1. RENTAL FEES: (Four hour increments)	PARISHIONERS	NON PARISHIONERS & ORGANIZATIONS	ADDITIONAL 1 HOUR
MAIN HALL	\$200	\$300	\$50
KITCHEN	\$50	\$100	\$10
MEETING ROOMS	\$25	\$35	\$10
GATHERING SPACE (If for meetings only).....	\$50.....	..\$75	\$10
WEEKEND SET UP (by maintenance if required)	\$25 per hour		

2. **DEPOSIT:** A one half deposit is requested at time of booking with the contract and remainder payable **30 DAYS AFTER BOOKING EVENT and /or 2 WEEKS PRIOR TO EVENT** which ever date occurs first. Also required at time of booking a Security/Damage/ Excessive cleanup Deposit for \$150 (refundable). **Please note:** renter is responsible for any excessive damage to building, contents and property incurred during rental.

Make checks payable to **MARY, GATE OF HEAVEN PARISH**

3. **LIABILITY INSURANCE:** Individuals renting the hall must have liability insurance coverage. Most organizations have this coverage through own insurance agent. Individuals can purchase for \$100 an one event coverage through the Archdiocese of Hartford (see application form). Coverage must be for \$1,000,000 and insures the individual holding the event against any possible liability claims that may arise including **liquor liability (if served)**. This certificate of insurance must be presented 15 days prior to event. The sale of alcoholic beverages is not allowed without a state permit. This permit must also be presented 15 days prior to event to the Hall Administrator.

4. **ARRIVALS AND DEPARTURES:** You may have access to the hall up to two (2) hours prior to start of your event and one (1) hour for cleanup. All evening events including clean up **MUST CONCLUDE** by 11:00PM. If you feel more time is needed please contact our Hall Administrator.

5. **SPECIAL NOTES:**

- We have the right to accept or reject any booking request
- Rentals must be appropriate for a church hall.
- St. Robert Hall not available for wedding receptions
- No charge to Mary, Gate of Heaven parish groups doing parish sponsored events, classes, meetings.
- Rental fees not applicable for parishioner for funeral receptions. (Donations appreciated)
- If renting the main hall and also using a meeting room, rental rates for all areas being used must be purchased.
- St Robert Bellarmine church hall is not responsible for misplaced items
- All events including clean up **MUST CONCLUDE** by 11:00PM
- Bookings will not be confirmed until the Hall Administrator confirms it.

Initial: _____ date: _____

GENERAL INFORMATION

1. SEATING CAPACITY: Maximum 300 for hall (lecture style seating) 250 for dinner seating. Round tables (seating up to 10) and rectangular tables are available. Meeting rooms seat approximately 25. Renters must use the provided tables and chairs. **No extra tables and chairs can be brought in** without permission of Hall Administrator and the **stage cannot be moved. Due to Fire Code, we cannot exceed this number. Noncompliance will prohibit future rentals.**
2. KITCHEN: Equipped with convection ovens, microwave, a large warmer (trays provided), freezer and refrigerator and 8 burner gas oven, ice machine and automatic dishwasher. We do not provide any food or drinks, spices, beverage pitchers, coffee makers, paper goods, or other paper products, cups, eating / serving or cooking utensils, bowls, towels, pots, pans, serving containers, cleaning supplies (dishwashing liquid, bleach, cleaning cloths). Renters must bring their own.
3. DECORATIONS and CLEANUP: If streamers or balloons do not tape to walls or painted surfaces. All decorative materials, paper tablecloths, plates etc. Must be disposed of in plastic garbage bags provided and put into outdoor trash dumpster located outside the main hall. The dumpster key is located outside the ice room, above the fire extinguisher, inside the kitchen. The dumpster key must be returned to hook. The kitchen is expected to be left as clean as you found it. You will have access to kitchen utility room for cleanup of spills and brooms can be found there.
4. ACCESSIBILITY: the parish hall will be opened and closed by Hall Administrator or parish staff. Contact information for problems and/or emergencies and /or heating and AC systems is posted next to the kitchen door going into the hall. These names are also listed on your contract copy. Please adhere to the times agreed upon in contract.
5. MICROPHONE and PODIUM: These are available in the storage room along with the sound controls. An electric video screen for projection only is also available on back wall of hall. **WiFi is not available.** Sound system is not compatible with ipods, etc. Please bring own system if music is required. Please bring your own extension cords if required for your event.
6. ST ROBERT CHURCH, HALL AND GROUNDS ARE A NON SMOKING FACILITY
7. Mary, Gate of Heaven council members reserve the right, at our sole and absolute discretion, to change, modify, add or remove portions of these terms at any time without notice and unless otherwise indicated, such changes will become effective immediately; therefore, please check these terms periodically for changes. Your continued use of the www.stmarystrobertwl.org website following the posting of changes to this Usage Agreement will mean you accept those changes. Please print and retain a copy of this Usage Agreement for your records, as it has been changed from time to time.

Initial _____ Date _____