

Saint Robert Bellarmine Church Hall Property
52 South Elm St
Windsor Locks, CT 06096 860-623-2524

TERMS AND GENERAL INFORMATION

WE REQUEST ALL TO READ THE BELOW TERMS AND CONDITIONS BEFORE BOOKING A DATE. IF YOU WISH TO RENT OR HAVE ANY QUESTIONS PLEASE CALL **MARYANNE DANYLUK AT (860) 254-5497**, 24 Whiton St, Windsor Locks, CT 06096-1815.

RENTAL FEES: (Four-hour increments)	REGISTERED PARISHIONERS	Windsor Locks Non -Profit ORGANIZATIONS
MAIN HALL/GATHERING SPACE	\$400.00	\$600.00
KITCHEN	\$200.00	\$400.00
MEETING ROOMS	\$ 50.00	\$ 75.00
SECURITY/DAMAGE/ EXCESSIVE CLEANUP DEPOSIT	\$250.00	\$400.00
LIABILITY INSURANCE	\$110.00	\$110.00
GATHERING AREA (small meetings only)	\$ 50.00	\$ 50.00

WEEKEND SET UP (by maintenance if required) \$30.00 per hour.

1. DEPOSIT: A deposit is requested at the time of booking with the contract and the remainder is payable **30 DAYS AFTER BOOKING EVENT and/or 2 WEEKS before EVENT** whichever date occurs first.

- **Please note:** The renter is responsible for any excessive damage to the building, contents, and property incurred during the rental. If no damage check will be refunded.
- Make Deposit check payable to **MARY. GATE OF HEAVEN PARISH**. A separate Rental check is needed.
- If cancelation occurs within 24 hours of an event, a fee of \$100 is charged against the renter's deposit. Mary, Gate of Heaven Parish will work with Catholic Mutual for the insurance coverage refund.

2. LIABILITY INSURANCE: Individuals renting the hall **MUST HAVE** liability insurance coverage. Individuals can purchase for \$110 one-event coverage through the Archdiocese of Hartford (see **application form**). Coverage must be for \$ 1,000,000 and ensures the individual holding the event against any possible liability claims, including **liquor liability (if served)**. This certificate of insurance must be presented **15 days before** the event to the Hall Coordinator. The sale of alcoholic beverages is not allowed without a state permit. Make check payable to the **ARCHDIOCESE OF HARTFORD**.

3. LIABILITY INSURANCE FOR ORGANIZATIONS: Most organizations have this coverage through their insurance agent. The Coverage of insurance in the amount of \$1,000,000 general liability coverage. In the description section of the certificate must state: **Mary, Gate of Heaven Parish Corporation, and the Hartford Roman Catholic Diocesan Corporation** are listed as additional insured. The date of the event and St. Robert Bellarmine Hall as the place of the event should also be listed on the certificate. This certificate of insurance must be emailed **15 days before** the event to Catholic Mutual Group office at Elena Kollar EKollar@catholicmutual.org and CC Robin Holtsclaw, Operations Manager RHoltsclaw@catholicmutual.org and Robert Costantiello, Claims Risk Manager RCostantiello@catholicmutual.org

4. ARRIVALS AND DEPARTURES: You may have access to the hall up to two (2) hours before the start of your event and one (1) hour for cleanup. All **EVENING EVENTS INCLUDING CLEAN UP MUST CONCLUDE by 9:00 PM**. This means the renters' event must end by **8:00 PM** and the renter gets one (1) hour for clean-up. **ALL PERSONS MUST BE OUT OF ST. ROBERT BELLARMINE BUILDING BY 9:00 PM**. If you feel more time is needed please contact our Hall Coordinator.

5. SPECIAL NOTES:

- We have the right to accept or reject any booking request.
- St. Robert Hall is not available for pre-wedding or wedding receptions.
- There is no charge to Mary, Gate of Heaven parish groups doing parish-sponsored events, classes, and meetings.
- Rental fees are not applicable for parishioners 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.
- Bookings will not be confirmed until the Hall Coordinator confirms it.

Initial: _____ Date: _____

Mary, Gate of Heaven Parish
Saint Robert Bellarmine Church Hall Property
42 Spring St, Windsor Locks, CT 06096 {860} 623-2524
Email: office@marygateofheaven.org Web Site: www.stmarystrobertwl.org

PARISH ROOM USE/RENTAL AND LIABILITY CONTRACT

Name of Group/User _____ Event _____ Event Date(s): _____

Rental Group: A (Parishioners) B (Organization) CODE: _____

Start time: ____ A.M. P.M. End Time: _____ A.M. P.M. MUST INCLUDE SET-UP AND CLEAN-UP TIME

Contact Name: _____ Phone#: _____

Fax#: _____ E-MAIL: _____

Address: _____ Town/City _____ State: _____ Zip Code _____

Alternative Contact: _____ Phone #: _____ E-MAIL: _____

Room (s) Requested: _____ Number of Attendees: _____

Age Group: _____ Fees Charged Yes No NOTE: If alcoholic beverages are to be sold, a copy of the license must be submitted with this contract. Received Yes No

Number Of People to attend the event (approx..) _____

FEES & CHARGES

I agree to pay the fees charged per the Fees & Charges listed in TERMS AND GENERAL INFORMATION.

I understand that all charges are by a full hour of use including set-up and clean-up. Users, attendees, and/or contracted entities arriving before or staying beyond the scheduled time will incur additional hourly fees. _____ (Initial)

Main Hall Fee: \$ _____ * Rental fees do NOT include the required Refundable Security Deposit by Group Code

Meeting Rm Fee: \$ _____ Insurance for Community Room rentals.

Add'l Room Fee: \$ _____

Kitchen Fee: \$ _____

Gathering Space : \$ _____

Setup Fee \$ _____

Deposit Fees: \$ _____

TOTAL CHARGES: \$ _____ - **Deposit:** \$ _____ = **BALANCE DUE:** \$ _____ **DATE DUE:** _____

LIABILITY INSURANCE: Yes No MaryAnne must have a copy of the Insurance 15 days before the event

Please make Rental and Deposit checks payable to MARY, GATE OF HEAVEN PARISH, and mail to MARYANNE DANYLUK
24 Whiton St, Windsor Locks, CT 06096-1815 (See Below)

(50% of Total Charges are required with a signed contract to book Main Hall. Payment in full is required with a signed contract to secure all other rooms.)

Payment in full plus refundable damage/cleaning deposit on room rentals is due 30 days before the event date.

If cancellation occurs within twenty-four (24) of a booked event a fee of \$100.00 will be charged.

Please note: renter is responsible for any excessive damage to the building, contents, and property incurred during the rental.

Renter Signature _____ Date: _____

Hall Coordinator signature _____ Date: _____

MARY, GATE OF HEAVEN PARISH

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DATE OF EVENT: _____

GROUP NAME: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

USE OF KITCHEN: ___ YES

USE OF HALL: ___ YES

USE OF GATHERING SPACE: ___ YES

TIME OF EVENT: _____

DATE OF SET UP _____ TIME _____ ESTIMATED CLEAN UP _____

ALL EVENING EVENTS INCLUDING CLEAN UP MUST CONCLUDE BY 9:00 PM. This means the renters' event must end by 9:00 PM and the renter gets one (1) hour for clean-up. **ALL PERSONS MUST BE OUT OF ST. ROBERT BELLARMINE BUILDING BY 9:00 PM.**

PEOPLE ATTENDING: _____

#CHAIRS: _____ # ROUND TABLES: _____ # RECT TABLES: _____

PLEASE DRAW THE CONFIGURATION OF THE HALL SET UP BELOW IF YOU REQUEST SET UP BY MAINTENANCE.



ST. ROBERT CONTACT TO OPEN/TIME: _____

ST. ROBERT CONTACT TO CLOSE/TIME: _____

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USE OF DECORATIONS & CLEANUP POLICY

1. Only mounting clay can be used on painted or wallpapered surfaces including walls, window frames, doors, etc. Use of tape, thumbtacks, or nails is strictly prohibited.
2. Items may not be attached to ceilings due to the complexity of the ceiling, lights, and sprinkler system.
3. Due to fire hazards, tea candles **may not be placed on any floor surfaces** and all open flames (table candles) must be enclosed. All candles, Sterno candle lamps, that will be ignited must be done so by an individual over the age of 18. *(Building Users are encouraged to use battery-operated candles).*
4. When using Sternos, linen tablecloths are required on tables.
5. No fire exit may be blocked by any decoration, table, chair, platform, etc.
6. Balloons may be used in the public areas of the facility. Ballons must be weighted down. However, all balloons and ribbons/strings must be removed at the end of the event. **DO NOT RELEASE BALLOONS IN THE HALL. Any balloons which are found wrapped around ceiling fans or in the ceiling loft will result in loss of SECURITY DEPOSIT.**
7. The use of confetti is **prohibited**. Rice may **not be thrown** in or around the facility; however, birdseed may be used outside on grass areas only, not on the patio.
8. The use of a Fog Machine is **prohibited**.
9. All decorations and mounting materials must be removed in their entirety at the end of usage of the facility. *(Only mounting clay can be used on painted or wallpapered surfaces including walls, window frames, doors, etc. Mounting materials which would harm the facility are not allowed.)*
10. String lighting and/or any other decoration(s) that must be plugged in must be previously approved by the Building Coordinator, Facilities Supervisor, and/or Custodian. *(Building Users are encouraged to use battery-operated string lighting and decorating devices.)*
11. Building Users **shall not use tape** of any kind to "tape down"/secure cords for amplifiers, sound systems, etc.
12. All decorative materials, paper tablecloths, plates, etc... Must be disposed of in plastic garbage bags provided and put into an outdoor trash dumpster located outside the main hall. The dumpster key is located outside the ice room, above the fire extinguisher, and inside the kitchen. The dumpster key must be returned to the hook after locking the dumpster. The kitchen is expected to be left as clean as you found it. You will have access to the kitchen utility room for the cleanup of spills and brooms can be found there.
13. All areas rented are expected to be left as clean as you found them.

Initial _____ Date _____

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GENERAL INFORMATION

2. SEATING CAPACITY: Maximum 300 for the hall (lecture-style seating) and 250 for dinner seating. Round tables (seating up to 10) and rectangular tables are available.

Meeting rooms: Seat approximately 25 people. Renters **MUST USE** the provided tables and chairs. **No extra tables and chairs can be brought in** without the permission of the Hall Coordinator.

Due to state and local Fire Codes, we cannot exceed these numbers. Noncompliance will prohibit future rentals.

3. KITCHEN: Equipped with convection ovens, microwave, a large warmer (trays provided), freezer and refrigerator, an 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.
4. DECORATIONS and CLEANUP: PLEASE SEE **USE OF DECORATIONS/CLEANUP POLICY** below.
5. STAGE: **NO PARTS OF THE STAGE CAN BE MOVED and the WHOLE stage cannot be moved.** There is also a weight limit for each section of the stage of 1150 pounds. This weight does include people, furniture, decorations, chairs, audio equipment, lighting, etc. The Parish banner above the stage **MUST NOT BE REMOVED.**
6. ACCESSIBILITY: the parish hall will be opened and closed by Hall Coordinator 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 the contract.
7. 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 the hall's back wall. **Wifi is not available.**
8. The sound system is not compatible with iPods, etc... Please bring your music system if music is required. Please bring your extension cords if required for your event.
9. STROBERT CHURCH, HALL, MEETING ROOMS, GATHERING AREA, AND GROUNDS ARE NON-SMOKING FACILITIES.
10. 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: _____

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: MARY, GATE OF HEAVEN PARISH CORPORATION

PARISH is understood to include the Arch/Diocese of _____

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USER'S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the **PARISH**, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve FACILITY USER's responsibility to comply with the above (second) paragraph.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____
FACUSAG (5110)