



Holy Trinity Catholic Church
Parish Life Center
Usage Fees & Rental Agreement Rules

- Rental Fees for wedding receptions are: **\$1500** for rental parties outside of the Cluster Parish
- For a rental party to be considered inside the Cluster Parish, lessee must be an active member in good standing of the Cluster Parish for *at least* a year, or be parents of either the bride or groom and be an active member in good standing of the Cluster Parish for *at least* a year. A lessee is forbidden to rent PLC for a 3rd party such as grandchildren, niece/nephews, cousins, friends, etc. The same rules apply to members of Holy Trinity who wish to rent the PLC for a wedding reception.
- If ALCOHOL is served:
 1. **\$500** Security deposit is due up front. (If there is NO alcohol, a \$250 deposit is required)
 2. A security guard will be present from 9pm to 1am. The costs for this is \$200.
 3. ALL liquor liability laws and insurance requirements must be met
- Deposit and signed contract must be received before the date is reserved. Insurance and payment in full must be received NO LATER than 30 days before rental date. If it is not, LATE FEES WILL OCCUR
- Property may be accessed during the rental day specified in the contract. Rental party may access the property at 8am the day before event for a **\$100 fee**. Payment of fee must be received prior to admission.
- Event must end at midnight on the day of rental. This means last song is played at midnight and last drinks are served at midnight.
- The party renting the hall will be responsible for the cleaning of the hall. All chairs must be stacked against the wall and tables must be wiped down. Tables may be left where they are. All food, beverages, trash, decorations, and personal items will be removed immediately after the event.
- **LOSS OF DEPOSIT will occur if building, parking lot, and grounds are not cleaned after event.**
- The Parish Life Center is a **NO SMOKING FACILITY**, no smoking in any part of the facility.
- Only **tape** may be used to attach decorations to any part of the facility. No **OPEN FLAME** candles are to be used. Candles in a glass jar, lantern jar, or other similar devices are permissible. Seasonal **decorations put up by Holy Trinity in the PLC MUST NOT BE MOVED**. LOSS of deposit will occur if decorations are moved.
- The use of confetti, rice and bird seed at the reception is prohibited. The basement of the Parish Life Center is off limits; the rental agreement consists of the upstairs only. NO EXCEPTIONS.