



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

Rentals	Wedding Receptions	Security Deposit
Holy Trinity Members	\$500	\$500 (\$250 no alcohol served)
Cluster Parish Members	\$600	\$500 (\$250 no alcohol served)
Rentals Outside of Cluster Parish	\$1500	\$1000 (\$250 no alcohol served)

*** For a rental party to be considered a Cluster Parish Member, leesee must be a member in good standing of the Cluster Parish or be parents of the bride or groom. A leesee is forbidden to rent the PLC for 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****

- A security guard will be present from 9:00 PM – 1:00 AM at a cost of **\$85 to the rental party.**
 - 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 received **NO LATER** than 30 days prior to rental date. Late fees will occurs if this is not met.
- † Property may accessed during the rental day specified in the contract. If there is nothing else scheduled, rental party may access the property at 8:00 AM the day before event for a \$100 fee. Payment of fee must be made prior to admission
- † Event must end at 12:00 AM (midnight) the day of the rental. This means last song is played at 12:00 AM or before and last drinks are served 12:00 AM or before.
- † The party renting the hall is responsible for the cleaning of the hall. All chairs must be stacked against the wall and tables wiped down. Tables may be left in place. All food, beverages, trash, decorations, and personal items need to be removed immediately following the event.
- † **LOSS OF DEPOSIT WILL OCCUR** if building, parking lot, and ground are not cleaned after event.
- † If the kitchen is will be used, someone from the parish must be present who knows how to run the dishwasher and will be responsible for keeping the kitchen orderly. (This service is included in the rental fee)
- † 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. Do not use nails, tacks, screws, staples, or other any materials to attach decorations. **NO OPEN FLAME CANDLES ARE TO BE USED.** Candles in a glass jar, lantern jar, or other similar devices are permitted. Seasonal decorations put up Holy Trinity in the PLC **MUST NOT BE MOVED OR REMOVED.** Loss of deposit will occur in 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.

I _____, **AGREE to abide by the above written rules and guidelines**
Signed, _____ **Date** _____