

# HALL & COURTYARD GUIDELINES

*We are so glad that you will be celebrating with us! Our team of leaders, volunteers and staff are so proud of our parish. The guidelines and fees outlined in this document are intended to help us continue to grow, to maintain our beautiful temple, and to support the important ministries we are working on. Event dates and times are held for ONE (1) week after the initial contract is sent or delivered. Deposit and signed contract are required to reserve your date. Please review and sign all contracts required for your desired use of spaces at St. Paul Church. May God bless you throughout this process!*

## PROCESS

- Contact our office to confirm availability
- Meet with our event coordinator to outline details
- Read all guidelines outlined in this document
- Sign your contract and make all required deposits
- Contact your event coordinator throughout the planning process via email to continue planning
- Pay all remaining balances no later than 30 days prior to your event

## MAXIMUM OCCUPANCY

Maximum occupancy ceremony guests in St. Paul Church = 600 seated

Maximum occupancy of Courtyard at St. Paul Church = 100 seated, 150 not seated

Maximum occupancy of St. Paul Hall = 340 with or without dance floor

## HALL & COURTYARD RENTAL PERIOD & EVENT HOURS

St. Paul's Parish Hall and Courtyard are available for rent based on nine (9) hours use of the facility for a six (6) hour event. This time period includes two (2) hours for setup, six (6) hours for the actual event and one (1) hour for removal of all vendor items, decorations, linens, etc. This distribution of hours can change as long as there is no more than nine (9) hours total.

Any type of event should end at the specified time with Hall completely cleared within 30 minutes of contracted time, which includes the time necessary to gather the leftover supplies, table linens, place settings, etc. Last call for the Bar will be 30 minutes prior to the contracted time and the last dance will be 10 minutes prior to contracted time.

St. Paul's kitchen will also be available for food deliveries and clean up. Use of parish dishwashers, sinks, disposals, etc must be approved in writing at least 30 days prior to the event date. Parish heating elements like ovens, stoves, microwaves, ect may not be used without prior consent. Additional fees may apply.

### **ADDITIONAL TIME FOR SETUP, ROOM DECORATING, VENDORS, ETC.**

If the renter or their vendors need additional time for set up, room decorating, etc. the renter may ask for access to the room beyond the contracted nine (9) hours for an additional charge. Additional setup hours must be contiguous with event hours, i.e., additional set-up or breakdown time is only available for the hours immediately before or after the event and at St. Paul's discretion. You must request this time in writing at least thirty days prior to your event. Additional set-up and breakdown time will be billed at the rate of one hundred dollars (\$100.00) per hour or portion thereof.

### **DEPOSIT REQUIRED AT CONTRACT SIGNING**

A 20% deposit of the total contracted amount for Hall and/or Courtyard is required to reserve a date for the Hall in addition to any other deposits and fees to retain the Church and will apply to all contracted fees. This is a non-refundable deposit. Should the contract be cancelled, your deposit will become a donation to one of our many ministries. You may choose the ministry of your choice. Options include, but are not limited to:

- Social Justice (works to stop injustice throughout the neighborhood)
- Violence Prevention (our youth and gang ministry)
- Social Services (feeding the hungry, ministering to the sick)
- Scholarships (provides a Religious Education Scholarship or a St. Ann tuition to needy families)
- Building Maintenance and Repairs

### **TABLES AND CHAIRS**

The Parish will only provide Tables and Chairs based on the Guest estimate outlined in your contract. The Parish will NOT provide Food, Beverage, Utensils, Linens, Servers, or Bartenders. The following are included in the leasing fee and will be set up at your direction. Additional furnishings can be rented at an additional charge if available.

- 66 inch diameter round tables: up to 30 tables
- Padded banquet chairs: up to 350
- 8' Rectangular tables: up to 7
- High cocktail tables: up to 7

## **FOOD, DRINK and DECOR**

All food should be prepared by a licensed and insured caterer or baker. Food may not be cooked or heated in our Hall kitchen. Preparation tables and cooling units in the Hall kitchen may be used with permission by the event coordinator of St. Paul Church. Additional fees may be required for extended use of the kitchen. Proof of insurance and a damage agreement may be requested by St. Paul Church.

## **BEVERAGES**

Open alcoholic beverages are strictly prohibited outside of the Hall and outside of the Courtyard Area. No alcohol is permitted in the Church or Church entryway. Renters may bring their own alcoholic beverages to Hall and Courtyard events. Additional fees may be required to accommodate the set up and cleaning of the bar areas and to hire a security guard. Last call must be made 30 minutes prior to the agreed upon ending time of the event in Hall or Courtyard. Alcohol may not be sold at your event by vendors, guests or hosts. There are **NO EXCEPTIONS** to this and the selling of alcohol will result in immediate ending of your event, regardless of contract timeframe.

Underage drinking will not be tolerated. St Paul's reserve's the right to immediately suspend the event if alcohol is made available to minors either by any guest, vendors, hosts, or bartenders. The Parish Representative and or Security Guard will request valid ID of any suspected underage drinker. **NO VALID ID - NO ALCOHOL!**

All conditions of alcohol distribution must be agreed upon in writing prior to our event.

## **DECOR & USE RESTRICTIONS**

Smoking is **NOT** permitted in the building.

The use of raw rice, confetti, glitter, smoke and bubble machines is prohibited. Use of such materials will result in additional payment by renter to St. Paul church for damages. You may not put holes in any walls.

**Children must be accompanied by a Parent or an Adult outside the Hall and Courtyard at all times during the event.**

Youth functions (under age 21) are required to have one adult chaperone (over age 21) per 10 minors. Alcoholic beverages will not be served at youth functions.

Candles may be used only if the candles are in containers and the wick of the candle is at least two (2) inches from the top of the container. St. Paul church reserves the right to remove candles at their discretion.

All items brought into St. Paul Church (e.g., personal items, decorations, props, etc.) must be removed immediately following the event. Items that are not removed will be disposed of and the cost of such disposal will be reimbursed to St. Paul Church by renter.

St. Paul Parish reserves the right to immediately suspend the event without refund if the Hall is used for a purpose other than described in the agreed upon contracts. St Paul will provide Cleaning, Insurance, & Security. Additionally a representative of the Parish will be present to monitor the activities. The Representative of the Parish will have the authority to cancel the event if they feel that to be necessary.

### **HOLD HARMLESS**

You agree that St. Paul Church is not responsible for any items personal or otherwise brought into the Church, Hall or Courtyard or in the church's parking lots that are lost, stolen, damaged or otherwise lose value. Renter specifically waives and agrees to indemnify and hold harmless St. Paul Church, its agents, employees and assigns, from any claims, loss or damage to any guests, vehicles or others as a result of the use of said spaces, adjacent areas, parking lot and St. Paul Church's site or areas traversed to access said event space.

### **DAMAGE or LOSS to ST. PAUL PROPERTY**

The undersigned Renter is legally responsible for THEIR guests. Responsibility includes reimbursement to the Parish for any damages or theft of St Paul Parish property.

### **INCLEMENT WEATHER: COURTYARD USE**

In the event of severe weather, including but not limited to a blizzard, severe rainstorm or other unforeseeable events St. Paul Church may make the decision that the event must be cancelled if we cannot provide suitable accommodations. Should St. Paul Church or renters decide that the event cannot occur on an agreed upon date because of weather, all fees may be applied to a future agreed upon event date. St. Paul's team will make every effort to accommodate the renter's event and may offer to move indoors should a space be available. All payments made will not be refunded if the event is cancelled. Additional weather insurance can be purchased with a third party company, should renter deem it necessary.

### **TEMPERATURE**

The Courtyard of St. Paul Church is an outdoor space without air conditioning or fans. The St. Paul Church is a large building and air conditioning and heat is limited. We cannot guarantee a certain temperature for the use of any of our spaces. Our staff will make every effort to ensure your

guests are comfortable in our interior spaces, and are not liable for any issues with heating or air conditioning.

## RATES

The rates below outline our general fee and discount structure. Please refer to your contract for agreed upon rates specific to your event.

### HALL FEES

	Hrs	Room Fee	Decorating / Preparation Time (prior - same day)	Additional Hours of Prep per hour	Security Fees	Cleaning Fees	TOTAL
Fridays	6 hrs	\$2,500	3 hrs	\$100	\$200	\$350	\$3,050
Saturdays	6 hrs	\$3,300	3 hrs	\$100	\$200	\$350	\$3,850
Sundays	6 hrs	\$2,500	3 hrs	\$100	\$200	\$350	\$3,050

### COURTYARD FEES

Days	Hrs	Price	Decorating / Preparation Time (prior - same day)	Additional Hours of Prep per hour	Security Fees	Cleaning Fees	TOTAL
Fridays	6 hrs	\$1,500	3 hrs	\$100	\$200	\$350	\$2,050
Saturdays	6 hrs	\$1,750	3 hrs	\$100	\$200	\$350	\$2,300
Sundays	6 hrs	\$1,500	3 hrs	\$100	\$200	\$350	\$2,050

### DISCOUNTS

Discounts can be applied to Hall and Courtyard Fees for active registered parishioners and their immediate children (living in the home). There are three categories for discounts and some of all can be applied if eligible. Additional fees for added decorating hours, security and cleaning fees cannot be discounted for any reason.

Bundle discounts can also be applied if you want to rent both the Courtyard and the Hall of St. Paul Church. Please contact your wedding coordinator for eligibility.

## HALL & COURTYARD DISCOUNTS

Category 1	Sunday Mass attendance at 85% or better for 6 months or more	20% OFF Room Fee
Category 2	Regular/significant volunteering on major initiatives	20% OFF Room Fee
Category 3	Sustaining member/ \$20 per week or more Sunday offering	20% OFF Room Fee