

SACRED HEART CATHOLIC CHURCH
HALL RENTAL CONTRACT
Revised and approved 11/2009

Sacred Heart Catholic Church, (hereinafter called Lessor) agrees to rent its hall located at 1493 Highway 17, Camden, Mississippi (hereafter called premises) to:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____

Said premises to be rented on **(date)** _____ with set up no earlier than 9:00 am on day of rental. Event will begin at **(time)** _____ and premises will be vacated by **(time)** _____. **No event can extend beyond a total of six hours from stated beginning time (above) and all events must vacate premises no later than 12 am.** (Example: if event begins at 3 pm, premises must be vacated by 9 pm). Vacating the premises after your designated closing time will result in the forfeit of your security deposit. **The cost of the rental shall be \$350.00 (\$250.00 for parish members).**

Explain the nature of your function and activities to be held (Sacred Heart reserves the right to refuse rental if event is not approved) _____

Number of Guests: _____ (Maximum number 200)

In consideration of the use of premises, Lessee agrees:

- 1) To pay a **\$50.00** deposit fee to reserve date of event. **This is non-refundable.** The balance of amount (\$300 or \$200 plus security deposit) must be paid **10 days prior to the event unless arrangements are made with the office.**
- 2) The kitchen area is available for warming of food only. Lessee is not allowed to prepare and cook meals. Lessee must provide own glasses, silverware, chinaware, pots, pans and all other supplies. Ice that is in the ice machine is provided as well as refrigeration. There is no freezer space.
- 3) **A security deposit of \$150 must be paid** (\$100 for parish member) The security deposit is to be forfeited in the event that a) building is not exited at agreed upon time, b) damage occurs, c) cleanup is not complete, d) fighting occurs or police must be called. This is refundable by mail to the Lessee within five (5) working days.
- 4) **All monies must be payable to Sacred Heart Church.** Receipts will be issued for all monies received.
- 5) To observe all city, county, state and federal laws and ordinances, including, but not limited to fire, health and safety requirements. Any penalty assessed against Lessor for the violation of such ordinances or laws while Lessee is using the premises under this Rental Agreement will be charged the Lessee. **NO WEAPONS ALLOWED ON PREMISES.**
- 6) To leave the premises, including kitchen & stove, neat, clean, and free of materials that were brought in for event. All trash must be gathered, placed in the receptacles provided and taken to dumpster. All decorations must be removed including area outside hall, parking area must be left free of trash, bottles, etc.
- 7) The Lessee is liable for any theft or damage to the premises or property, or both, arising from the negligence of Lessee or Lessee's patrons, clients, friends, invitees, licensees, or others whom the Lessee permits to come on the premises. Lack of supervision of such persons who remain on the premises shall be considered as negligence.

- 8) The Lessee shall be liable for any and all personal injuries sustained on the premises as a result of Lessee's use of the premises.
- 9) To discharge, release and hold harmless the Lessor, Lessor's employees, Sacred Heart Parish, Sacred Heart Family Center, the Roman Catholic Diocese of Jackson, the Missionary Servants of the Most Holy Trinity, the Bishop of Jackson, and their successors and assigns, from debts, claims and demands, costs, expenses, damages, actions and causes of action, which Lessee, Lessee's patrons, clients, friends, licensees, or others whom Lessee permits to come upon premises, may now have or may hereafter have as a result of Lessee's use of the premises during the time above stated, whether arising from personal injuries, theft, property damage or any other cause whatsoever.
- 10) **No decorations may be hung on painted wall with tape** – use thumbtacks. **No staples in tables, walls.** All interior and exterior decorations must be removed to guarantee full return of security deposit. **No use of sand inside building for any reason. Church assumes no responsibility for rented materials brought in by Lessee.**
- 11) Alcohol is not allowed to be sold on the premises of Sacred Heart Church.

Lessor Agrees:

- 1) To provide security personnel for all rentals whose main responsibility who will be to protect parking area and maintain order on premises.
- 2) To set up hall with tables and chairs 24 hours prior to the event and take down all tables and chairs.

IN WITNESS WHEREOF, the parties have set their hands on this day (date) _____.
Sacred Heart Parish

By: _____
Lessor

Lessee (must be 21)

Name of Organization

(FOR OFFICE USE ONLY)

Rental Due: \$350.00 (\$250 parish member)
Security: \$150.00 (\$100 parish member)

Date	Total Due	Amount Paid	Receipt No.	Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Security Deposit Paid? Y/N _____

Security Deposit Refund? Y/N _____ Check# _____ Date _____