

Our Lady of the Rosary
5622 Julie Drive
Panama City, Florida 32404
(850)740-1003

Parish Hall Rental Contract for Parishioners
(and non-profit)
Terms and Conditions
(Revised 8/25/2022)

To secure use of Our Lady of the Rosary Catholic Church facilities, the renter must sign this document indicating understanding and agreement with these Terms and Conditions.

Payment:

Damage Deposit: The Damage Deposit is refundable and will be returned to the Renter upon satisfactory inspection of the rented facility after use. A portion of the deposit may be retained to partially compensate the Church for any damages or clean-up costs attributable to the Renter.

Renter Fee: The Rental Fee is due in full 2 weeks prior to the date of the event unless this contract is completed less than 2 weeks to the planned date of use. In the latter case, the rental fee must be paid when the contract is signed, unless other agreements are made through the office manager.

Cancellation/Refund: If cancellation by either party occurs more than two (2) weeks before the scheduled event, all fees will be returned.

Returned Checks: There will be a \$100 fee for any returned checks.

Destruction/Damage:

Destruction: If Our Lady of the Rosary Catholic Church's facilities are destroyed by fire or any other cause, or unforeseen circumstances make the fulfillment of this contract impossible, then this Rental Contract shall terminate, fees shall be returned, and the Renter waives all rights to any claims against Our Lady of the Rosary Catholic Church.

Damage: If anyone who is attending the event sponsored by the Renter damages the facilities, the renter shall pay for all necessary repairs.

Facility Use:

General Liability Insurance: The Renter must provide proof of insurance through a certificate of liability at least 14 business days prior to the date of the event. If unable to meet this requirement, the Renter must purchase a liability insurance policy and provide proof of purchase. **Note: *Non-profits that are covered by the Diocese of Pensacola-Tallahassee do not need to provide proof of insurance. Parishioners of Our Lady of the Rosary fall into this category.***

Conduct: Use of tobacco products of any type and any type of foul/obscene language is **NOT** permitted anywhere inside the Parish Hall, or on the premises surrounding the building. Adult supervision is required of all persons under the age of 18 at **ALL** times. No pets (including emotional support pets), except service dogs, shall be allowed.

Alcohol: Alcoholic beverages are restricted to "by invitation only" events such as weddings receptions and similar private parties. Open alcoholic beverages and/or containers are NOT permitted outside of the Parish Hall or anywhere else on the grounds, including the parking lot, or any of the other buildings. The renter accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior, which indicates intoxication of any participant, shall be cause for consumption of alcoholic beverages to

immediately cease. All events serving alcohol under this Contract shall come under the guidelines of the appropriate Florida State Statutes administered by the Florida Division of Alcoholic Beverages and Tobacco.

Under NO circumstances shall alcohol be sold.

Weddings: The beliefs of the Catholic Church prohibit the performance of weddings on the property of Our Lady of the Rosary Catholic Church unless sanctioned by the Bishop of the Diocese of Pensacola-Tallahassee.

Security:

Building Security: Our Lady of the Rosary Catholic Church shall not be responsible for valuable items left in the facilities or in vehicles parked on the property.

Building Safety: Capacity of the Parish Hall: **499 persons maximum total for entire building.**

Exits: No portion of any passageway or exit door shall be blocked or obstructed in any manner.

Set-up/Clean-up:

Set-up: Access to the facilities for set-up shall be arranged through the office manager. Any table/chairs available in the building may be used. **We do NOT provide set-up or extra equipment that is not already available in the building. Kitchen use must be preapproved.**

Clean-up: The facilities will be left in as good a condition as found at the start of the rental period. All food, beverages, equipment and other supplies will be removed from the premises immediately after use of the facilities and not later than the end time stated on the face of this contract. A clean-up fee of \$500 will be collected for any person/organization not wishing to clean themselves.

Decorations: Renter shall not cause or permit the facilities to be damaged, marred, defaced or changed in any manner. Renter shall not place nails, tacks, hooks, screws or other fasteners into any part of the facility nor shall the renter use adhesives of any type.

Other policies:

Table Cloths are **NOT** provided by the Church. Renter is responsible for supplying their own.

Kitchen supplies including dishes, will be washed, dried and put away by the renter.

Food items are **NOT** to be left by the renter. Renter will remove ALL food items, including drinks, upon vacating the premises.

By signing this Rental Contract, the Renter acknowledges reading and understanding the Terms and Conditions, and understands that this Rental Contract is binding on both parties and organizations they represent.

Renter:	OLR Rep:
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

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Renter Information:

Name/Association _____

Address _____

Contact Person _____ Phone _____

Event Information:

Name/Type _____ Date _____

Alcohol: YES NO Food: YES NO Use of Kitchen: YES NO

Expected Attendance _____ Time of Event: Start _____ End _____

Fee Information:

Rental Fee (approx. 8000sq.ft.): \$300/day
Clean-up Fee: Self-Clean or \$500
Damage Deposit: \$500 (Refundable)
Certificate of Insurance: Required

Fee Collection Record:

Total Due: \$ _____ Date: _____
Deposit: \$ _____ Date: _____
Balance Due: \$ _____ Date: _____
Refund: \$ _____ Date: _____
Certificate of Insurance: YES NO Date: _____

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Print Name:	Print Name:
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