

INTRO

- Rental of St Francis Hall at Christ the King Catholic Church is permitted for registered, active and contributing CTK parishioners (or their immediate families), or loosely-affiliated CTK parishioners with permission of the Pastor.
- It is the renter's responsibility to read and understand all policies presented in this packet.
- Contact the Parish Administrator to book. Your booking is not complete and confirmed until (1) Pastor has approved your booking and all agreements are signed; (2) Damage/Cleaning deposit is paid; (3) your date is confirmed on CTK Master Calendar (in office).

VENDORS

ACCESS TO HALL

- 1) Renter must provide the parish with names and contact information for ALL vendors at least two weeks prior to the event. This includes, but is not limited to, caterers, musicians, liquor stores, florists, etc.
- 2) If caterer or other vendor requests a walkthrough of kitchen/hall areas before event day, contact Parish Administrator to schedule (available times Mo-Fr 9am-2pm).
- 3) Vendors (other than caterers) may enter for setup *no more than three hours before the event*. For additional time, renter must request permission from the Parish Administrator at least 24 hours before event.
- 4) Caterers may begin prep *no more than four hours before the event*.
- 5) All vendors must be cleaned up and out of the building no later than one hour after event end time.

MUSIC

- 1) Bands and DJs must make every effort to protect floors from damage due to speakers, amps, drum kits, music stands, etc.
- 2) Music must stop one hour before clean-up and empty time.
- 3) DJs may choose to plug into parish sound system, but he/she assumes all liability for any damage incurred to parish audio visual system.
- 4) Parish may provide use of parish adaptors for equipment/computers. At least 14 business days advance notification required. All loaned adaptors must be returned to CTK at end of event.
- 5) CTK On-site Event Coordinator has absolute authority on sound level and his/her decision on sound level must be followed. Failure to comply may result in music/event being shut down and all deposits forfeited.

CATERING

- 1) Outside caterers are permitted and may use CTK walk-in freezer and refrigerator for event prep. Both walk-ins must be left clean, with all event items removed (as they were found) at the end of the event.
- 2) Kitchen must be cleaned and left orderly after the event. Kitchen cleaning includes but is not limited to the following list. Refer to the checklist posted in the kitchen for the current Kitchen Closing Duties.
 - i. Sweep floors; mop floors, if necessary.
 - ii. Drain, clean, unplug steam tables; drain and clean sinks; clean islands.
 - iii. Wipe down walls behind griddle; clean griddle if used.
 - iv. Remove all trash to the dumpster (located in lower parking lot).



VENDORS (continued)

- 3) Parish dinnerware and serving pieces MAY NOT be used, unless permission is granted in advance in writing by Parish Administrator. If permission is granted, all pieces must be cleaned and returned to their proper storage location.
- 4) Barbeque grills and gas cooking devices are permitted only on the concrete patio outside the parish hall/kitchen. Grease or any other fluid left on concrete and stains will incur a minimum \$100 deducted from damage/cleaning deposit.
 - 1) Caterers must provide their own propane.
 - 2) Caterer may use parish coffee urns, but must their own coffee and cream/sugar for event.
 - 3) No cardboard chafing dishes or oil lamps.
 - 8) Ice machine available, but CTK does not guarantee the amount of ice available for any given event.

SET UP / TAKE DOWN

ACCESS TO HALL

- 1) Renter, family/friends (if assisting in decorating or set up), and vendors may enter the hall for setup *no more than* three hours before the event start time.
- 2) Requests for additional time must be submitted in writing no later than ten business days prior to the event.
- 3) See Fees page for any fees due to what time renter vacates the hall.

SET UP

- Submit your St Francis Hall Layout Worksheet in writing no later than ten business days prior to event.
- CTK staff will set up the room prior to the start of your event, per your Worksheet. Set-up specs include but are not limited to: audio/visual equipment, tables and chairs.
- If tables/chairs need to be moved within the hall AFTER original setup, it is the renter's responsibility to do so. Tables must be LIFTED to move; DO NOT drag tables across floor.
- No moving of chairs, tables, or other furnishings between rooms.
- There shall be no blocking of ingress and/or egress, or access to entryways.

DECORATIONS

The following are prohibited:

- Tapes, staples, nails, Command strips or any other fasteners on walls
- Fog, bubbles and/or bubble machines
- Confetti, glitter, party string
- Food/drinks in restricted areas
- Tobacco or cannabis (see Alcohol/Tobacco page)
- Permanent markers on white boards
- Candles or other live flame apparatus, open flames or fireworks/sparklers outdoors



SET UP / TAKE DOWN (continued)

TAKE DOWN

- 1) All property belonging to the renter, renter's invitees, guests, agents and sub-contractors, shall be removed within one hour after completion of event.
- 2) Any property remaining on the premises beyond the end of the event will be disposed of by CTK.
- 3) Christ the King is not responsible for lost, stolen, or damaged items.
- 4) Renter is responsible for returning the Hall (and site if applicable) to the condition in which it was provided to them.
- 5) Renter is responsible for the following. Please check with CTK On-site Event Coordinator regarding chairs/tables and general clean up procedures.
 - i. Returning any furnishings/furniture to their original location.
 - ii. Wiping down and putting away tables.
 - iii. Stacking chairs on chair storage racks.
 - iv. Bagging any rented linens in provided bag and leaving the bag on floor outside kitchen pass-through counter.

ALCOHOL, SMOKING POLICY

ALCOHOL

- 1) Hard liquor IS NOT permitted to be served or consumed under any circumstances.
- 2) Beer, wine and champagne are permitted at Christ the King. In order to serve beer, wine and/or champagne, renter must sign Consent for Consumption of Alcohol Addendum and provide evidence of host liquor liability insurance coverage. Compliance with state law, local ordinance and the Liquor Liability Rules and Regulations document, which is provided by CTK. (See Fees page.)
- 3) Any alcohol brought on site must be removed immediately after event concludes.
- 4) Bar service must be shut down one hour before clean-up and empty time.
- 5) Designated bartenders must be used and assume responsibility for over-serving.
- 6) Kegs are NOT permitted.

SMOKING POLICY

No use of tobacco, marijuana, or other substances, is permitted within CTK buildings or anywhere on CTK property.



FEES

	# Attendees	Rental Fee (see below)	Refundable Damage/Cleaning Deposit (see below)	Tablecloth Rental	Napkin Rental
Active and contributing parishioners	Up to 24	\$250.00	\$500.00	\$9.00 ea	\$4.00 ea
Active and contributing parishioners	25 - 100	\$500.00	\$500.00	\$9.00 ea	\$4.00 ea
Active and contributing parishioners	100 +	\$750.00	\$500.00	\$9.00 ea	\$4.00 ea
Loosely-affiliated parishioners and special exemption groups		\$2,000.00	\$750.00	\$9.00 ea	\$4.00 ea

Additional Fees

- 1 **Tenant-User Liability Insurance Policy (a.k.a. TULIP or Special Event Insurance) required for all events.**
- Purchase at GatherGuard.com and provide copy of your policy to CTK.
- 2 **All events must use a CTK Onsite Event Coordinator.** Fee schedule (payable directly to coordinator) follows:

Event ends and clean-up completed by 10pm	\$350.00
Event ends and clean-up completed 10-11pm	\$425.00
Event ends and clean-up completed after 11pm	\$575.00
- 3 **If alcohol is served:**
 - CTK will provide renter a copy of Liquor Liability Rules and Regulations. CTK will provide and renter must sign Consent for Consumption of Alcohol Addendum.
 - Renter must provide evidence of host liquor liability insurance coverage (usually provided under standard general Liability insurance policies).
 - If using caterers/bartender services, renter must provide evidence of the vendor's Liquor Liability Insurance, which is either purchased as an add-on to the general liability policy or as a separate liability insurance policy specifically for businesses that sell, serve, or facilitate the purchase of alcohol.

Timeline (unless noted otherwise, make checks payable to “Christ the King Catholic Church”)

Submit forms; pay damage deposit	At time of booking
Pay 50% Rental fee	30 days before event
Submit any vendor names (w/ contact info) to CTK	14 days before event
Balance due, plus extra costs	7 days before event
Pay CTK Onsite Coordinator (pay directly to him/her)	At event
Deposit refunded (less any assessed charges, fees)	No later than 10 business days after event

Cancellations: Cancellations less than 14 days prior to event will forfeit damage deposit.



BOOKING AND KEY POLICIES

- 1) Rental of St Francis Hall is permitted for registered, active and contributing parishioners (or their immediate families), or loosely-affiliated parishioners with permission of the Pastor. Rental of St Francis Hall includes use of kitchen (if needed) and restrooms across from hall entry.
- 2) Christ the King programs have priority in scheduling use of space (although a Christ the King program may not “bump” a reservation already made by another entity).
- 3) Events CANNOT take place during scheduled Masses, unless otherwise approved by Parish Administrator. Regularly scheduled Masses are as follows:
 - i) Weekday Masses: 9:00a (Tu-Fr)
 - ii) Saturday Mass: 4:00p Confessions, followed by 5:00p Mass
 - iii) Sunday Masses: 8:00a, 10:00a, 4:00p
 - iv) Holy Days of Obligation: 9:00a, 7:00p
- 4) All events must end by 10:00pm. Renter can complete clean-up after 10pm with CTK permission. See Fees Page for additional fees incurred if exiting after 10:00pm.
- 5) Requests must be made in writing to the Parish Administrator at least two weeks in advance to reserve space.
- 6) Your booking is not complete and confirmed until: (1) all agreements are signed, and damage/cleaning deposit is received.
- 7) Cancellations less than 14 days prior to the event forfeit deposit.
- 8) Christ the King will assign a CTK Onsite Coordinator to facilitate your event. This Coordinator has absolute authority on decorations, music volume, alcohol consumption, etc.
- 9) All decisions regarding final damage deposit and clean-up are made by CTK Onsite Coordinator and CTK staff and are FINAL.
- 10) All trash must be placed in the dumpster in the lower parking lot. If the dumpster is full, trash must be packed out and removed from CTK property.
- 11) Requests for additional setups (i.e. use of A/V equipment) must be made 14 business days in advance.
- 12) Renter is responsible for the conduct of all guests and attendees. Children must be supervised at all times.
- 13) No pets are allowed. Service animals are permitted.

Update: August 2022



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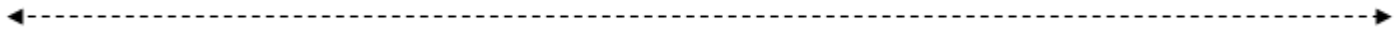
St Francis Hall Rental

SIGNATURE PAGE

I(we) have read, understand and agree to comply with all provisions and policies outlined in the St Francis Hall Rental Policies. I(we) understand that failure to comply with said Policies will result in forfeiture of all deposits, fees, and additionally, I(we) may be subject to pay any costs above and beyond to cover any damages/cleaning.

Event Date: _____ / ____ / 20____

Event Type: _____



Primary Renter: _____
Signature

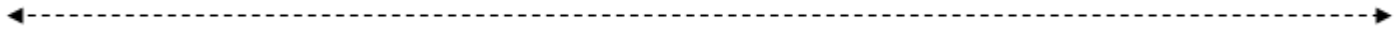
Primary Renter: _____ Date: ____ / ____ / ____
Print Name

Renter 2: _____
Signature

Renter 2: _____ Date: ____ / ____ / ____
Print Name

CTK Rep: _____
Signature

CTK Rep: _____ Date: ____ / ____ / ____
Print



For CTK office use:

- Booking Form complete
- Entered on CTK Master Calendar
- Rental Fee Payment (\$_____)
- Rental Fee Balance Paid
- Damage deposit received
- SFH Layout Worksheet
- Facility Usage License Agreement (if applicable)
- Consent for Consumption of Alcohol Addendum (if applicable)
- Other _____
- Other _____

Rental Fee: \$ _____
 Damage Deposit: \$ _____
 Linen Rental? Napkins Y or N
 Tablecloths Y or N

