

St. George Maronite Catholic Church

6 Lebanon Terrace, Uniontown, PA 15401

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stgeorgeuniontown.org

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RENTAL AGREEMENT (Agreement)

This contract confirms arrangements between St. George Maronite Catholic Church ("Church") located at 6 Lebanon Terrace, Uniontown, PA 15401 and _____

_____ ("Client") for the use of the Church hall ("Hall") designated here at the Church on the date, time, and place (the "Event") as specified in this contract. The use of the Hall includes all parking areas owned by the Church ("Church Grounds").

1. DEPOSIT: A \$150.00 security deposit is required to reserve the Hall for an event on a specific date. No date will be reserved until the Church has received the deposit and this agreement. The security deposit will be refunded back to the client once a final walk through is completed and no damages are made.

2. FEES / PAYMENT: The balance of all sums due and owed shall be paid (3) three days prior to the event. Payment is to be in the form of cash, cashier's check, or money order, made payable to the St. George Maronite Catholic Church with a notation in the Memo "Rental of Church Hall". Failure to pay the balance as set forth may result in the cancellation of the event and forfeiture of the security deposit.

3. SECURITY STAFF: Depending upon the size and type of Event, the Church, in its sole discretion, may provide security staff for which an additional cost will be required. This cost shall be determined by the Church. Said cost shall be the sole responsibility of Client, and may be an additional charge. These charges will be collected prior to the date of the event.

The Church neither accepts, nor assumes any liability for damages, injuries, theft or loss of any kind occurring before, during or after the Event, whether occurring in the Hall or on the Church Grounds.

Furthermore, the Client understands the security staff are independent contractors and that the Church accepts no liability for their actions or omissions. The security staff will be instructed and prepared to minimize disorderly conduct.

Security personnel and/or the Church's designated representative may be present and monitor all activities at the Event, including noise levels, which must remain within the limits, set by the City of Uniontown. In addition, the Client and its guests are expected to obey all local, state and federal laws. The violation of this section, or any other, may result in the termination of the Event at any time before or during the Event, at the sole discretion of the Church.

4. CANCELLATION: Cancellation of the event must be received 10 days prior to the event in order to receive the security deposit back. The security deposit will be non-refundable if the cancellation is received 9 or less days from the event date.

5. RULES AND REGULATIONS: It is understood that the Client is responsible for assuring that all guests, vendors, contractors and caterers working or attending the event will comply with these and any other Church policies, which apply to this Event. The Client agrees to a final walk-thru and inspection at the end of the Event and agrees to accept the final Event Walk Thru Report (See Exhibit 1) as completed by the Church.

In an attempt to maintain a clean, safe and secure environment, Client agrees to comply with the following Rules and Regulations established by the Church:

a. Alcohol Use

- **ABSOLUTELY NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS** shall be allowed anywhere on the premises.

b. Additional Items

- Do not park in areas posted 'No parking' or on grass or outside of designated parking areas.
- The rental fee is based upon the contracted Event time. Additional hours may be purchased depending upon availability.
- Rental items must be picked up immediately upon conclusion of the event.
- **SMOKING** inside the Hall and on Church grounds **IS PROHIBITED**, including restrooms.
- Children must be supervised at all times.
- No chewing gum is allowed inside the Hall.
- **NO WEAPONS** (i.e. guns, knives, pepper spray, batons, etc.) of any kind are allowed inside or outside the Hall, with the exception of law enforcement. Any person found to have weapons, in addition to the fine, will be subject to law enforcement intervention and full persecution under the law.
- No open flames of any type are allowed inside the Hall.
- Sterno may be used for the sole purpose of keeping food and beverages warm.
- Any activities which have a high probability of causing damage (such as indoor sporting events) are not permitted.
- Gambling is not permitted.
- Events open to the public or where tickets are sold at the door is not permitted. The maximum capacity of the Hall is 130 guests.
- Blocking exits, fire exits, or driveways is strictly prohibited at all times.
- Prior to the receipt of a deposit and signed contract, the Church reserves the right to increase fees at any time. Any reservations made more than one (1) year in advance may be subject to yearly rate increases as published and approved by the Parish Council. Some days are considered "premium rate days", which are subject to increased charges. For example, New Year's Eve is a "premium rate day". The Hall Manager will advise you if you are renting on a "premium rate day" to be determined by the Hall Manager.
- If Client anticipates guests arriving to the Hall after 10:30 p.m. for the Event, Client shall provide to the Security Staff a list of those Guests or those guests will be denied access to the event.
- No loitering shall be permitted anywhere on the Church Grounds outside the Hall. Any such individuals determined to be loitering shall, at the sole discretion of the Church and/or its Guests, be subject to removal from the Church Grounds.
- No glass of any type will be permitted in the Hall or glass bottles, cups, tumblers, shots glasses etc.

c. Decorations

- Only flame retardant plants, trees, displays, etc. may be used inside the Hall.
- Dirt, sand, sod, rocks, pebbles, grit, glitter, or any other such products are prohibited.
- Nothing may be taped, pasted, nailed, screwed or otherwise attached to the walls, ceilings or floors.
- All Decorations must be removed at the end of the Event.

d. Audio Visual

- No smoke or fog machines may be used inside the Hall.
- No pyrotechnics of any kind are permitted.
- Only stand-alone types of portable light fixtures, speakers, projection screens, camera stands,

etc. may be used and no equipment may be attached or affixed to walls, ceilings, doors, or floors.

- The Church's electrical supply is limited. Contact the Hall Manager if you think you might require special power requirements.
- Music must stop fifteen minutes prior to the end of the Event.
- Church not responsible for damage to any equipment brought on the premises by Client or Client's agents, servants, workmen or employees.

e. Kitchen

The Client is permitted to bring prepared foods for their designated event and utilize the Hall kitchen for storage purposes. Food preparation by the Client in the Hall kitchen is NOT permitted.

If a caterer is required, the Client is permitted to utilize a designated preferred caterer as determined by the Church. The Hall Manager can provide this information, as needed.

- Kitchen use shall be limited to use of microwave, counter space, sink and refrigerator.
- Client shall not be permitted to use stoves, ovens, dishwasher, or coffee pot.
- All trash must be placed in the dumpster located outside the Church.

Failure to abide by the rules and regulations as set forth by this Contract is cause for immediate termination of the Event and the incurring damages, the loss of the full deposit, rental fees, together with any other damages that accrue as a result of the failure to comply with the rules and regulations. For fines regarding any of the above along with other matters, see Article 8.

6. INDEMNIFICATION: Client, including all heirs, spouses, representatives, agents, invitees, and successors shall indemnify and hold harmless the Church from any and all claims, demands, or causes of action which may arise either directly or indirectly from Client's use of the Hall or Church Grounds regardless of the nature or source of said claim, demand, or action.

7. SEVERABILITY: If any part or parts of this Lease shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect.

8. GOVERNING LAW. It is agreed that this Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Pennsylvania.

9. ENTIRE AGREEMENT. This Lease shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease is hereby superseded. This Lease may be modified only in writing signed by both parties.

10. TERMS OF RENTAL

Name of Event: _____

Client Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____

Email: _____

Date of Event: _____ Number of Guests: _____

Start Time of Rental: _____ End Time of Rental: _____

A VALID COPY OF YOUR DRIVER'S LICENSE OR PHOTO I.D. MUST ACCOMPANY THIS APPLICATION.

12. PAYMENTS

Security Deposit: \$150.00 (Due at time of signing)

Parishioner Rental Fee: \$250.00

Non-Parishioner Rental Fee: \$350.00

TOTAL: \$ _____ TOTAL DUE ON (3 DAYS PRIOR TO EVENT): _____

13. CLIENT

(_____) **(Must initial)** YES, I have read this Agreement in its entirety, understand all the terms and conditions and agree to abide by them, on behalf of myself, my heirs, spouses, representatives, agents, invitees, successors and the group I represent, if any. I acknowledge that if I represent a group that I am fully authorized to act on behalf of that group, and that my signature is an authorized act of that group. By signing this Agreement, I acknowledge that I have read, understood, and received a copy of this Agreement, and agree to make all payments when due.

CLIENT (PRINT NAME) _____

CLIENT (SIGNATURE) _____ DATE: _____

CHURCH REP _____ DATE: _____

EXHIBIT 1: ST. GEORGE CHURCH EVENT WALK THROUGH REPORT

Name of Event: _____

Date of Event: _____ **Inspection Date:** _____

<u>IN</u>	<u>OUT</u>	
_____	_____	<u>Men and Women's Bathrooms</u>
_____	_____	Stalls free of graffiti
_____	_____	All sinks and toilets in working order and free of damage
_____	_____	Mirrors free of any damage or cracks
_____	_____	<u>Entry, Foyer, Hall and Stage</u>
_____	_____	Walls free of damage, marks and scratches
_____	_____	Entry, foyer, hall floor, and stage are free of marks and scratches
_____	_____	Tables and chairs free of damage and stains
_____	_____	<u>Kitchen and Ancillary Areas</u>
_____	_____	Areas cleaned, trash emptied and any excess supplies removed
_____	_____	Kitchen sinks and counters cleaned
_____	_____	All items from kitchen inventory accounted for
_____	_____	<u>Miscellaneous</u>
_____	_____	All trash cans emptied and taken to dumpster
_____	_____	All decorations removed
_____	_____	All personal items removed from hall
_____	_____	<u>Other</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FAILURE TO ABIDE BY THE RULES AND REGULATIONS AS SET FORTH BY THIS CONTRACT IS CAUSE FOR IMMEDIATE TERMINATION OF THE EVENT DAMAGES AND THE LOSS OF THE FULL DEPOSIT, RENTAL FEES, TOGETHER WITH ANY OTHER DAMAGES THAT ACCRUE AS A RESULT OF THE RULES AND REGULATIONS. FOR THE FINES REGARDING ANY OF THE ABOVE ALONG WITH OTHER MATTERS, SEE ARTICLE 5.

I READ AND UNDERSTAND ENGLISH OR I HAD THIS AGREEMENT INTERPRETED FOR ME. I UNDERSTAND FULLY EACH AND EVERY PROVISION OF THIS AGREEMENT, AND PARTICULARLY ARTICLE 4(RULES & REGULATIONS) AND ARTICLE 8 (FINES FOR RULES & REGULATIONS VIOLATIONS).

CLIENT (SIGNATURE) _____

DATE: _____