

ST. ELIZABETH ANN SETON PARISH FACILITY USE AGREEMENT

1. PREMISES AND PARTIES:

St. Elizabeth Ann Seton Parish, (hereinafter called "Parish"), hereby agrees to allow (parishioner) _____ (hereinafter referred to as "Party"), the use of (facility) _____ for the purpose of (event) _____ the _____ day of _____, 200__ from (time) _____ to _____.

2. PAYMENT:

Party shall pay to Parish the following prior to said event:

- a. The following charges will be imposed for the use of St. Elizabeth Ann Seton Parish facilities:

<u>Mother Seton Hall</u>	<u>Fr. Kocour Hall</u>
\$400.00	\$350.00

- b. Security is required when alcohol is being served at any event. The parish will contract the officer and for the event. The minimum police officer fee is \$100 which includes up to four (4) hours of security. Additional time for security will be at a rate of \$25 per hour. Payment for the additional fee will be remitted to the Church Office at the same time the facility use fee is paid.
- c. Bartending is required when alcohol is being served at any event. The parish will contract the bartender for the event. The bartender fee is at a rate of \$25 an hour.
- d. In the event of a wedding rehearsal dinner taking place on parish property, a voluntary donation for utilities and use of parish property is appreciated. Security, bartending and clean-up fees will be assessed if applicable. (Refer to #2, b and c, #3, #4, and #8 in this policy.)

3. DAMAGE SECURITY DEPOSIT PAYMENT:

For wedding receptions, a damage security deposit of \$500 for the use of the parish hall(s) is required 30 days prior to wedding, out of which any damages, including violation of this policy, will be paid. If no damage occurs, the deposit will be refunded within one week following the reception. If damage occurs, the expense of the repair will be deducted from the deposit and balance returned to the Party. Damages exceeding the deposit amount shall be the responsibility of the Party and paid within 30 days of Party's receipt of itemized list for same. St. Elizabeth Ann Seton reserves the right to refuse the use of the facility to any party with unsettled damage claims.

4. RESPONSIBLE PARTY:

Because of growing liability concerns, St. Elizabeth Ann Seton Parish requires a "Responsible Party" to be assigned by the party for said event. The purpose of the Responsible Party shall be twofold: 1.) Monitor all activities, inside and outside of the designated facility, including eating and drinking; and; 2.) Monitor all alcohol consumption and advise the security officer of any problems related to alcohol consumption. Absolutely no alcohol will be consumed or taken outside of the designated rented area. Responsible Party agrees to work with assigned security officer. The security officer will have final jurisdiction over the scheduled event.

5. MUSIC

Party agrees that dance music will not start before the end of the 5:30 P.M. Vigil Mass. Music shall end by 11:00 PM. Violation will result in an additional \$75 assessed to the party. Party further agrees to monitor "appropriate music" played by DJ.

6. VACATING PREMISES

Party agrees that the facility cleared and vacated by 12:00 Midnight. Violation will result in an additional \$75 assessed to the party.

7. NO SMOKING POLICY

Party, for itself and on behalf of its guests, agrees to abide by the “No Smoking Policy” inside St. Elizabeth Ann Seton Parish facility.

8. ALCOHOL USAGE CLAUSE

Party will indemnify, defend, and hold Parish harmless for any and all injuries which occur on or off the premises arising out of alcohol consumption.. If alcohol is served, party agrees to the following:

- A. For wedding receptions, a contracted bartender is required when alcohol is served. The parish will contract the bartender for the said event. The fee is \$25 dollars an hour.
- B. For other events, other than wedding receptions, a “Responsible Party” is required when alcohol is served.
- C. Food should be served constantly throughout the event.
- D. No BYOB; guests are not allowed to bring in their own alcohol.
- E. Alcohol will not be served to or permitted to be consumed by an individual under the age of 21.
- F. Alcohol will be dispensed by a contracted bartender. The drinks served should be carefully measured and no double shots of any drink requested should ever be served.
- G. Individual/individuals should not drink while serving.
- H. Individual/individuals dispensing drinks should serve only one drink at a time.
- I. The individuals serving, as well as the responsible party, must carefully monitor the reception to make sure that liquor is not made available by anyone to those who are less than 21 years of age.
- J. Alcohol will cease being served at 10:30 PM. At this time, coffee and food is to be served.

9. COMPLIANCE WITH LOCAL, STATE, AND FEDERAL LAW

PARTY HEREBY WARRANTS that the event described in paragraph one will comply with all federal, state, and local laws. If the event is in violation of any such law, Party will be solely liable and will indemnify and hold Parish harmless for any such violation.

10. ST. ELIZABETH ANN SETON FACILITY USE POLICY

Party hereby states that they have read and clearly understands the ST. ELIZABETH ANN SETON PARISH FACILITY USE POLICY and agrees to comply with the terms and conditions therein.

DATED at Wichita, Kansas, this _____ day of _____, 200__.

ST. ELIZABETH ANN SETON PARISH

PARTY

By _____
Representative

By _____

RESPONSIBLE PARTY

By _____