

## ***St. Mary's Church – Praha Hall Rental Fees and Rules***

### **Hall Rental Fees For Family Reunions, Parties, Socials, Fundraisers, etc. (8 a.m.-8 p.m.)**

- \$300 per event
    - fill out enclosed *Hold Harmless Agreement* form and make check payable to St. Mary's Church – Praha
  - \$95 for Special Events Insurance if alcohol is to be used at the event
    - fill out enclosed *Special Events Coverage* form and make check payable to the Diocese of Victoria
  - \$50 to set up the day before the rental date (4 hours maximum)
    - make check payable to St. Mary's Church – Praha
- \* The hall will be open from 8 A.M. to 8 P.M.

### **Hall Rental Fees For Funeral Meals / Parish Activities**

- \$100 for funeral meals
    - make check payable to St. Mary's Church – Praha
- \* St. Mary's Church Societies will continue to use the hall/school at no charge but will follow the rules. All others are subject to rental fees.

### **Hall Rental Fees For Weddings (8 a.m.-10 p.m.)**

- \$750 plus \$250 deposit for damages or loss
    - fill out the enclosed *Hold Harmless Agreement* form and make checks payable to St. Mary's Church – Praha
      - the \$750 check will secure hall rental
      - the \$250 check will be returned to the renter if hall rules are followed, the hall is cleaned, and no damages occur.
  - \$95 for Special Events Insurance if alcohol is to be used at the event
    - fill out the enclosed *Special Events Coverage* form and make check payable to the Diocese of Victoria
  - \$50 to set up the day before the rental date (4 hours maximum)
    - make check payable to St. Mary's Church – Praha
- \* The hall will be open from 8 A.M. to 10 P.M. Use of the hall beyond these times must be paid for in advance.
- the renter will be charged \$100 per hour for use of the hall before 8 A.M.
  - the renter will be charged \$100 per hour for use of the hall after 10 P.M.
  - the hall must be evacuated by midnight
- \* Law Enforcement officer(s) must be present once the dance begins.
- contact the Fayette County Sheriff's office at 979-968-5856
  - the renter pays the Sheriff's office directly and provides proof by receipt for engaging law enforcement officer(s)

### **Pavilion Rental Fees**

- \$150 for pavilion and the use of the outside restroom facilities
  - fill out the enclosed *Hold Harmless Agreement* form and make check payable to St. Mary's Church – Praha
- \$95 check for Special Events Insurance if alcohol is to be used at the event
  - fill out the enclosed *Special Events Coverage* form and make check payable to the Diocese of Victoria

***Note: Send all forms and fees to St. Mary's Church, 821 FM 1295, Flatonia, TX 78941 at least three weeks prior to the event. The Parish Hall/Pavilion will not be officially reserved until all paperwork and fees have been received at the Parish Office.***

### **Notes/Rules for use of St. Mary's facilities:**

Failure to comply with these rules may result in loss of deposit and no use of facilities next time.

- You are responsible for your guests' actions; if any damage is found your deposit will not be refunded to you. Any repair costs above the deposit amount will be billed to you and payment must be received within 14 days of billing date.
- Children must be supervised at all times in the hall and the pavilion.
- The hall is a non-smoking facility. Smoking is permitted outside only. Do please dispose of cigarette butts properly to prevent fire.
- The use of the kitchen is included in the price of hall rental. It does not include the use of the stew kettles and the fryers.
- Portable butane canisters cannot be used in the kitchen.
- Do not pour grease into the sink or outside.
- Clean sinks thoroughly using hot soapy water.
- Put all kitchen utensils back in place.
- Wipe up any spills on stoves and floors.
- Make sure all stoves/ovens are turned off.
- Do not leave leftover food in the refrigerator.
- Tie shut trash bags and take all trash to the dumpster located near the rectory.
- Make sure all tables and chairs are put back where they belong.
- The hall has a propane heating system but no air conditioning. The heat system will be turned on and off by the hall manager. Turn off all fans before leaving.
- Turn off lights in the hall, the entrance to the hall and the pavilion.
- Leave hall/pavilion usable for next renter.

**\* The Parish reserves to itself the right not to rent our facilities for events and to entities whose philosophies and/or works are contrary to the teachings of the Catholic Church.**

These rules go into effect immediately. (09/08/13)

***See Rental Fees on other side.***

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