

# ST. PATRICK'S CHURCH RENTAL INFORMATION

With facilities serving as community gathering spaces for parish-sponsored and private events.

## **SCHEDULING:**

Reservations for use of the Parish Hall or Spiritual Life Center are to be made through the parish office only. Please call (308) 532-0942 and speak with the receptionist about availability and to fill out the rental contract. All rentals must be made at least 20 days prior to the event and paid in full at that time.

## **SPACES FOR RENT:**

**Spiritual Life Center (SLC):** Dedicated in 2015, the SLC's Pelican Room has a capacity of 65 and includes tables/chairs as well as its own serving kitchen and bathrooms. Arrangement of furniture is incumbent upon the renter. If you cater your own event, you must supply your own table service (plates, silverware, glasses, etc.). The SLC has a separate entrance directly from the main church parking lot. **Cost: \$250/day (for parishioners, \$125/day).** Renters may have access the evening prior after 5:00pm, pending availability. All spaces must be cleaned and vacated by 11:00pm.

**Parish Hall:** Dedicated in 1990, the Parish Hall has a capacity of 164 persons and includes tables and chairs. Arrangement of furniture is incumbent upon the renter. If you cater your own event, you must supply your own table service (plates, silverware, glasses, etc.). The attached commercial kitchen can also be rented for an additional fee; if not, it will be locked. The Parish Hall has entrances from the main church parking lot and also from 5th Street, with an additional parking lot. **Cost: \$500/day (for parishioners, \$300/day).** Renters may have access the evening prior after 5:00pm, pending availability. All spaces must be cleaned and vacated by 11:00pm.

**Commercial kitchen:** Attached to the Parish Hall, the large kitchen can be rented separately for cooking. Due to the specialty nature of the kitchen, a member of the St. Patrick's Council of Catholic Women must be present. Arrangements will include coordination with their schedule. **Cost: \$150/day, payable to the CCW.**

## **ADDITIONAL SERVICES AVAILABLE:**

- **Furniture setup:** The renter is responsible for arranging tables/chairs. If needed, we charge \$75 and need the detailed plan one week prior to the event. This does not include the other required cleaning.
- **Cake Receptions:** The St. Pat's Council of Catholic Women (SPCCW) can also serve your cake reception, including table service and cleanup. Cost is \$1/plate.
- **In-house Catering:** The SPCCW can prepare and serve meals, including table service (plates, silverware, glasses, etc.) and cleanup. The cost is charged per plate at market price.

## **LIABILITY INSURANCE:**

**All renters must furnish a certificate of liability insurance** in the amount of \$1 million. This can be arranged through your homeowner's insurance policy for minimal or no cost. The certificate must name "St. Patrick's Catholic Church" and "The Roman Catholic Diocese of Grand Island" as additional insured. If this is not possible, insurance can be arranged through Catholic Mutual Group for \$95, payable to St. Patrick's Church. Call the office to fill out the 1-page application form.

## **ALCOHOL and DRUG POLICY FOR RENTALS:**

The use of beer/wine/champagne is permitted, but only through the use of a licensed liquor caterer. This must be contracted separately by the renter and the caterer must use wristbanding. Hard liquor is not allowed. Nebraska State Law prohibits use of alcohol under the age of 21.

**MAINTENANCE and CLEAN-UP:**

There will be a damage and cleaning deposit of \$200. This will be refunded if the space passes inspection by the SPCCW. The renter is responsible for signing the posted inspection form. Duties include, but are not limited to:

1. All decorations must be free standing or table decorations only. No use of tape, nails, pins, or any such kind of item shall be used on the walls. No wall mounted decorations, banners, posters, etc. No helium balloons. No open flame candles (battery-powered candles are permitted).
2. Tables, chairs and other furniture must be returned to the original layout in good condition (see the posted diagram for arrangement).
3. The facility is to be left in the same condition in which it was found and is to be left in a presentable and usable condition upon completion of the use of the building. Rental key is left in the dropbox.
4. No food, dirty dishes, dirty glasses, or trash is to be left in the building. (The trash dumpster is located on the east side of the property, along Walnut St.)
5. Spilled food or drink must be cleaned up before leaving the building. Restrooms have no water left running, no trash is on the counters or floors. (Cleaning items are found near the historical displays)

**TEMPERATURE CONTROL:**

Adjust the temperature only, using + and - buttons. Remove "hold" before leaving. Change to heat or cool, as necessary. In the Parish Hall, both thermostats must be set to the same temperature for best performance.

**MISCELLANEOUS:**

- The following is not permitted on church property: tobacco, drugs, guns or other weapons.
- No furniture or equipment belonging in the Hall shall be leased, loaned, or taken from the Parish Hall or SLC. Rental of tables, chairs and other parish property is not allowed.
- Active and contributing members of the parish, registered at least 1 year qualify for the discounted rates.
- Determination of any exemptions or questions not answered in this policy are made only by the pastor.

**COST CALCULATION AND RENTAL AGREEMENT:**

Parish Hall	\$500/300	x _____ days	= _____	
Spiritual Life Center	\$250/125	x _____ days	= _____	
Commercial Kitchen	\$150	x _____ days	= _____	
Liability Insurance	\$ 95		= _____	(☐ waived)
Cleaning Deposit	\$200 (refundable)		= <u>    \$200    </u>	
Room Arrangements	\$ 75 (if requested)		= _____	
Cake Reception per SPCCW	\$ 1	x _____ plates	= _____	
Catered meal by the SPCCW (billed separately)				GRAND TOTAL _____

Purpose and Date of the Event: \_\_\_\_\_

By my signature I agree to the terms as stated in this rental contract and will pay the entire rental fee at this time. I also agree to defend, indemnify and hold harmless St. Patrick's Catholic Church and the Roman Catholic Diocese of Grand Island and their officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgements arising from personal or bodily injuries, property damage or otherwise, which may arise out of or in connection with my rental activity. I acknowledge that the event may be inspected at any time by officials of the parish.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

**DIOCESE OF GRAND ISLAND - 0765**  
**APPLICATION FOR SPECIAL EVENTS COVERAGE**

**Coverage Limit:** \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.  
Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**

Coverage underwritten by **Markel Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

**Cost of Coverage: \$95 Per Event (Overnight Stays - \$125)**

**TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.**

**Name of Parish or Institution:** \_\_\_\_\_  
\_\_\_\_\_

**Street (Physical) Address (NO P.O. BOXES):** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Lessee (Additional Insured) Information:**

Name of Sponsoring Organization or Individual Requesting Coverage \_\_\_\_\_

*(Please Print Lessee Name(s) or Organization)*

**Lessee (Additional Insured) Contact Person:**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**To receive approval notification please print e-mail(s):**

*(Please Print E-mail(s) Clearly)*

\_\_\_\_\_  
\_\_\_\_\_

**COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:**

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

**Date of Event:** \_\_\_\_\_

**Type of Special Event** (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring): \_\_\_\_\_  
\_\_\_\_\_

**Time of Event:** From \_\_\_\_\_ To \_\_\_\_\_

**Is this an overnight event?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Approx. Number of Participants:** \_\_\_\_\_

**Is Food Being Served?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Is Liquor Being Served?** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

Does this event require the additional coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.**

**DEFENSE COSTS FOR SEXUAL MISCONDUCT**

**\$100,000 LIMIT**

Coverage is not automatically included, however, you have the option to purchase this coverage by separate application for an additional charge.

Do you want to apply for this coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**ADDITIONAL CHARGES WILL APPLY FOR:**

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

**MAKE CHECK PAYABLE TO:**  
**CATHOLIC MUTUAL GROUP**

**RETURN WITH FORM TO:**  
**CATHOLIC MUTUAL GROUP**  
**ATTN: MEMBER SERVICES**  
**10843 OLD MILL ROAD**  
**OMAHA, NE 68154-2600**  
**TOLL FREE: 1-800-228-6108, EXT 2361**

**IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108**

# Parish Hall Set up

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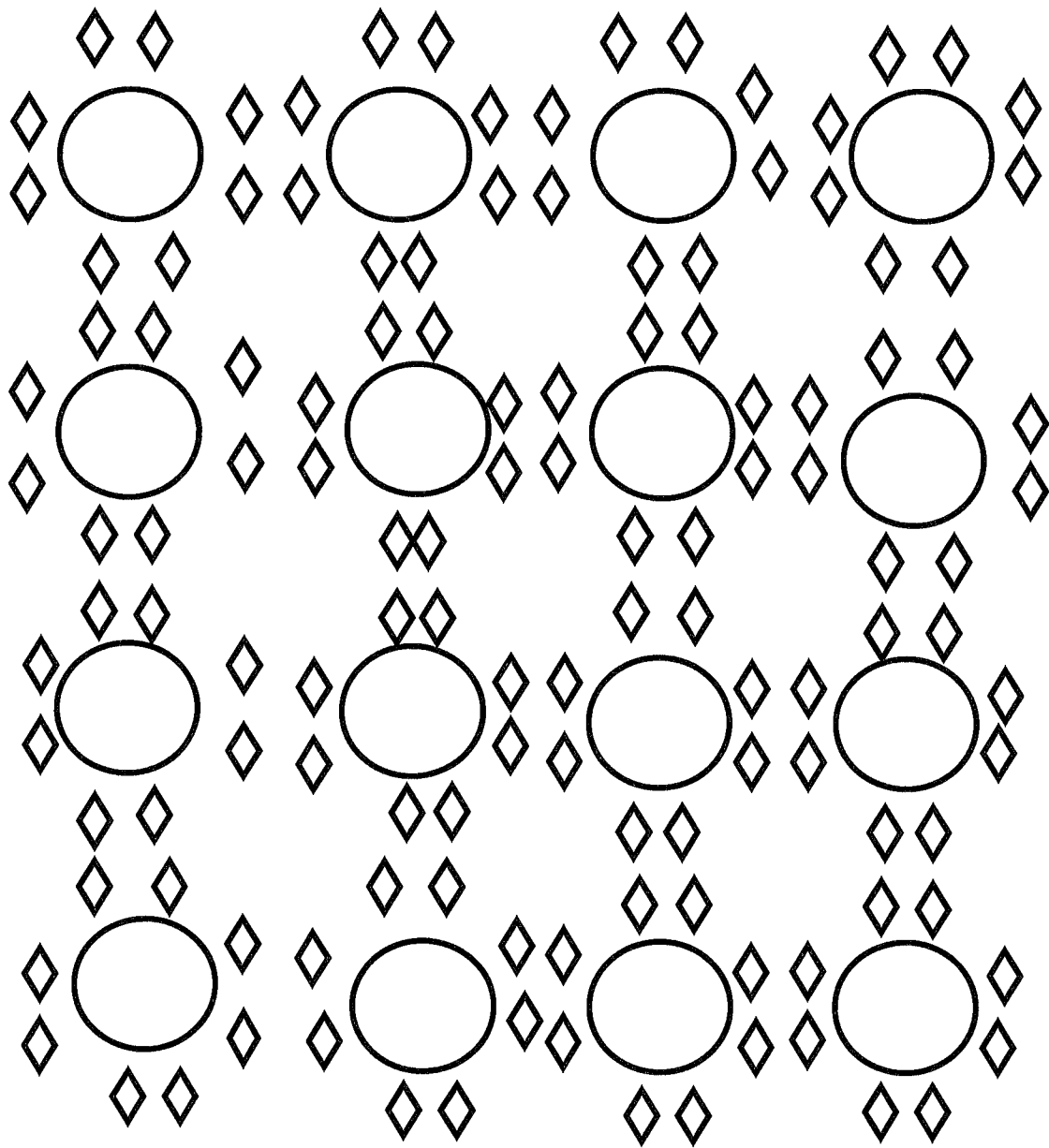
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Storage                      North Door                      Table and Chair Storage



Long  
Table

Long  
Table

Long Table                      Long Table                      Long Table

Tile Area

Date Needed \_\_\_\_\_ Time \_\_\_\_\_

Place a "checkmark" in the circle (tables) you need set up.