

St. Brigid Hall Rental Regulations

1. Reservation Process

Reservations for the hall are to be made with the parish office during regular business hours; (Tuesday, Wednesday, Thursday 9:00-3:00). **No reservation is “confirmed” without signed agreements.** Once the agreements have been signed and the deposit received, the date will be reserved and put on the official Parish calendar.

Agreements Required:

- Parish Agreement
- Catholic Mutual Insurance Agreement

2. Pricing and Deposits

St. Brigid Hall rental depends on various variables, including, but not limited to: the type of event; the duration of the event, and the number of people.

Rental Rates:

- Daily Use: \$75 w/ \$75 deposit
- Weekend Use: \$300 w/ \$200 deposit

Deposits are refundable unless:

- User leaves St. Brigid hall after the designated time of midnight
- Damage has been done to the hall or premises
- The kitchen, hall and/or parking lot are found in disarray

3. Liability Insurance

A liability insurance fee of \$95 is required for all users/renters. A separate check will need to be made out to “Catholic Mutual,” and **must be paid 30 days prior to the event**, but no more than 6 months prior to the date of the event if this is required.

- Insurance is not required for some parish/parishioner events. The office staff will be able to explain this more to see if your event applies.

4. Profit Making Events

No parish facility can be rented for non-parish profit-making purposes.

5. Facility Use

The facility users/renters accept the premises as is. The facility users/renters accept all responsibility, risks, consequences, and accidents connected with the use of the space.

6. Guest Supervision

The users/renters are responsible for the actions of their guests. Please, especially watch the actions of children, in regard to the doors, the outside concrete, surrounding gardens, and the restrooms. Their safety and the conditions of St. Brigid Hall is the facility users/renters responsibility during the event.

7. Kitchen Use

If the kitchen is to be used, the facility users/renters and caterer must meet with a parish representative to be shown the proper use of all equipment in it.

8. Items Included in Rental

Tables and Chairs:

- 30 - 10' round tables
- 4 - 8' rectangular tables
- 8 - 6' rectangular tables
- 300 chairs

Other Items:

- Other items are available for use.
- Ask for a list of items if you are interested.

9. Set-up

Set-up in the hall can be done **one** day prior to the event **if** there are no other conflicting activities on the parish calendar for that day, including funerals.

10. Prohibited Items

Prohibited items includes, but not limited to:

- **Dance Wax** - or any other form of floor abrasives.
- **Candles** - there is a safety concern with them.
- **Confetti** or similar materials.
- **Bubble machines or snow blowing machines.**
- **Nails, fasteners, tape, or other adhesive materials** on the walls, ceilings, or columns.

11. Conclusion of Event

All activities should be concluded by **12:00/Midnight** unless prior arrangements have been made with the Parish Office.

12. Cleanup Responsibilities

The facility users/renters have until **12:00/Noon the day after the event for clean up to be complete**. Please leave the condition of the hall, and its surroundings, as clean as you found them.

Clean up includes, but not limited to:

- Taking down all decorations.
- Removing all decorations from the hall.
- Cleaning dishes, equipment/utensils, from the kitchen and putting them away.
- All towels should be placed in the washing machine.
- Putting all items back in their proper places.
- Picking up the **adjacent parking lot** areas.
- **Trash** must be put in the large dumpster located on the south west corner of the hall property. Please don't forget the bathroom trash or trash in front of the hall.
- All floors (hall, kitchen, bathrooms, etc.) should be swept and spills occurring during the activity should be mopped up as quickly as possible in consideration for the safety of the facility users/renters guests.

13. Locking Up

The users/renters are responsible for turning off all lights, closing open windows, and making sure all doors are locked after each day of use.