

COLUMBAN HALL GRAND BALLROOM

394 -213 Hidden Valley
St. Thomas, U.S.V.I. 00802
Phone: 340-775-1650

Email: holyfamilyusvi@gmail.com Website: holyfamilystt.com

CONTRACT

Contact Person: _____

Address: Physical: _____

Mailing: _____

E-Mail Address: _____

Cell Phone: _____ Other Phone: _____

Type of Event: _____

Event Date: _____ Estimate Group Size: _____

Organization/Group/Individual Name: _____

. Profit Non-Profit Holy Family Member (Registered)

Catholic Organization Fund-Raising Event Non-Fund-Raising Event

Conference/Training

Starting Time: From _____ to _____

Comments: _____

FEES

Catholic Parish/Schools sponsoring a fund-raising activity - \$1,000.00
Conferences/Trainings/with admission fee – \$1,500.00 / without admission fee - \$1,000.00
Birthday Parties/Baby Showers/ Gender Reveal/ Baptism Party - \$1,000.00
Funeral Reception (Repast) - \$1,000.00 (discount does not apply)
**Special Events: Fund-raising Activities, Wedding Receptions/Award Ceremonies/
Proms/Graduations/Reunions/Employee’s Recognition/Banquets/
Luncheon/Dinners/Seasonal Parties - \$1,650.00**

Registered ACTIVE Holy Family Parishioners **15% discount**. Holy Family Church organizations sponsoring fund-raising activities are exempt from paying a fee but must donate **30%** of the net proceed and submit a Financial Report of said activity.

\$500.00 payable (on signing of Contract) that goes towards the total payment for the event.

Date: _____ Signature of Organizer: _____

PAYMENTS

Amount Due: \$ _____ Amount Paid: \$ _____ Paid in Full () Deposit () Installment ()

Date Paid: _____ Balance Due: \$ _____

Payment Type: () Cash () Check # _____ () Money Order () Credit/Debit Card

Receipt Number: _____ Received By: _____

Final Payment: \$ _____ Date Paid: _____

Payment Type: () Cash () Check # _____ () Money Order () Credit/Debit Card

Receipt Number: _____ Received By: _____

HOLY FAMILY CATHOLIC CHURCH

Approved: () Disapproved (explain): _____ Pending: ()

Columban Hall Board Representative / Holy Family Church Representative

Signature: _____ Date: _____

Signature: _____ Date: _____

HOLY FAMILY ROMAN CATHOLIC CHURCH, INC COLUMBAN HALL

394-213 Hidden Valley

St. Thomas, VI 00802

Telephone: 340-775-1650

Email: holyfamilyusvi@gmail.com Web site: www.holyfamilystt.com

CONTRACT ADDENDUM GRAND BALLROOM (Upper Level)

MISSION STATEMENT

The purpose of the Columban hall buildings, grounds and equipment are to serve the members of Holy Family Roman Catholic Church, Inc., its neighborhood, and the community, to provide for maximum use for the greatest service. These policies are authorized and published in order that all might know the conditions governing the use of our facilities and equipment.

POLICY STATEMENT

The Columban Hall facility shall be made available on a priority basis to members of Holy Family Roman Catholic Church, Inc.

Outside groups and organizations may use the facility if their purposes are considered worthy and if their programs do not conflict with scheduled parish activities. Decisions concerning the worthiness are to be determined by the Columban Hall Board in consultation with the Pastor.

PURPOSE

The use of the building, grounds and equipment shall be confined to religious, educational, social services, and “*character building*” functions.

RULES AND REGULATIONS FOR THE USE OF THE COLUMBAN HALL

1. Fundraising activities are allowed. **PARTISAN, RELIGIOUS OR POLITICAL EVENTS ADVERSE TO CATHOLIC DOCTRINE ARE NOT ALLOWED.**
 - a) Reservations must be made as far in advance as possible. **A RESERVATION REQUEST ALONE DOES NOT HOLD THE DATE INDEFINITELY.** A **\$500.00 deposit** is required to secure a date and must be accompanied by a signed contract.
 - b) A **\$300.00 (refundable)** cleaning fee is required before keys are release. **The \$300.00 will be forfeited if the Hall is not sweep, mop, and ALL trash removed.**
 - c) **ALL FEE BALANCES ARE TO BE PAID NO LATER THAN TWO (2) WEEKS PRIOR TO THE EVENT (NO PERSONAL CHECKS).**
 - d) Should cancellation be necessary, a **40% refund of the deposit (\$200)** will be issued if cancellation **occurs more than 30 days in advance of the event date.** Should cancellation occur less than 30 days prior to the event, the deposit becomes non-refundable.
 - e) In the event of any unforeseen circumstances Holy Family Catholic Church Inc. has the right to cancel the contract.
2. If the first contract for an event is made by a third party, meeting planner, or location agent, **NO agreement on use shall be made until the actual user has met with or contacted the appropriate representative of Holy Family Roman Catholic Church, Inc.**
3. The contracting party agrees to “**Hold Harmless**” Holy Family Roman Catholic Church, Inc., the Columban Hall Board and the Pastor from claims, or legal actions whatsoever for personal injuries, death, or any damage to property suffered by the applicant, his agents, employees, servants, customers, patrons, visitors or guests; in or about the premises during the use of said premises.

Nothing herein shall be construed to waive any rights or immunity of Holy Family Roman Catholic Church, Inc. and the Columban Hall Board and Pastor with respect to any claims, suits or actions.
4. **FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS COULD RESULT IN HOLY FAMILY ROMAN CATHOLIC CHURCH, INC., CANCELLING THE EVENT.**
5. In the event of specific damage to the premises as a direct result of the activities of the user, user’s staff, subcontractors, clients, or any guest at the event (ordinary wear and tear excepted) the user assumes full responsibility for prompt payment of the cost of any repair and /or replacement necessary to correct such damages.

6. Unless special arrangements are made, caterers and other contractors will have access to the property eight (8) hours prior to the beginning of an event. There is no access to the Columban Hall property without the presence of a Holy Family Roman Catholic Church, Inc. representative.
7. A walk-through with all involved parties (i.e., user, caterer, equipment rental company representative, party coordinator, Holy Family Roman Catholic Church, Inc. representative) must be scheduled no less than two (2) weeks in advance of the event.
8. Holy Family Roman Catholic Church, Inc. does not furnish refreshments, flowers, China, glassware, linen, coffee makers, flatware or service dishes.
9. Immediately after the function all rental and décor items **MUST BE** removed from the building the same night, unless special arrangements are made. **ALL TRASH (INCLUDING RESTROOMS & FEMALE RECEPTACLES) GENERATED BY THE EVENT MUST BE REMOVED FROM THE PREMISES THE NIGHT OF THE EVENT.**
10. Should any special electrical needs become evident, Holy Family Roman Catholic Church, Inc. must be notified of these requirements no less than five (5) days in advance. Any and all extra lighting or use of other heavy electrical equipment must be approved in advance by Holy Family Roman Catholic Church, Inc.'s Electrician. Any expenses incurred to meet any special electrical requirements will be paid by the user prior to the event.
11. **ALL DECORATIONS MUST BE "FREE STANDING". Please DO NOT hang or put anything in front of the Air Conditioner vents. No nails, staples, tape, picture hangers are to be used on the walls, floors, ceiling of the Columban Hall.**
12. **NO PLAYING, STANDING ON OR RELOCATING OF PIANOS IS ALLOWED.**
13. Use of candles must be approved in advance. **Only votive candles or fixtures protected by hurricane globes may be used.**
14. The entire property of Holy Family Roman Catholic Church, Inc. and Columban Hall is a **SMOKE FREE/DRUG FREE** environment.
15. Food may be warmed in the kitchen. **COOKING IS NOT ALLOWED ON THE PREMISES.**
16. Caterers are to provide their own manpower to unload, set up and reload their goods.
17. Caterers are expected to provide their own detergent, towels, knives and all other supplies needed for their duties. **Use of the dishwasher is not allowed.**
18. Caterers are responsible for maintaining cleanliness in the kitchen area and all other areas where food or drink was served or prepared.
19. Holy Family Roman Catholic Church, Inc. cannot assume responsibility for items left by the caterer, guests or user. User is responsible for removing all articles brought in during the event.
20. All functions are to end at the agreed upon time, which shall be **12:00 Midnight**. The caterers are expected to pack and vacate by 1:00 a.m. **HOLY FAMILY ROMAN CATHOLIC CHURCH, INC. RESERVES THE RIGHT TO INSIST THAT GUESTS, CATERERS, ETC. LEAVE THE BUILDING AT THE AGREED UPON TIME.** If it becomes necessary, there will be a prorated overtime charge for late departure.

21. Musicians are to be reminded that they are playing in a residential environment, not a concert hall, and are therefore advised to bring minimal equipment (**amplifiers, speakers, etc.**) Musicians are to make arrangements for their own chairs, extension cords, musical instruments, or any other equipment they might need to do their jobs. Holy Family Roman Catholic Church, Inc, provides none of the above. Because of the sound ordinances and the close proximity to residences to the Columban Hall, no music is allowed outdoors. All music must end by **12:00 Midnight**.
22. If musicians are audible beyond any of the boundaries of the Holy Family Roman Catholic Church, Inc. property the musicians will be instructed to lower their sound output to an acceptable level. If they do not lower the sound output to an acceptable level, Holy Family Roman Catholic Church, Inc. staff reserves the right to terminate further music and to insist the musicians leave the Columban Hall property.
23. **Only Beer, Wine and Champagne are allowed to be served or sold in Columban Hall. All other soft drinks are acceptable.**
24. **No pets are allowed on or around the premises at any time.**
25. User is responsible for informing caterer and other contractors of all Holy Family Roman Catholic Church, Inc. rules and regulations. User will be responsible for all actions of the User's guests and employees.
26. Occupancy limit: The User agrees that **no more than 200 persons** will use the facility at any given time.
27. Keys are the property of Holy Family Catholic Church, Inc. The Key will be available for check out to "The Organization" authorized representative. The key must **NOT** be loaned or duplicated for any reason. Lost keys must be reported immediately to Holy Family Roman Catholic Church, Inc. a key charge of **\$200.00** will be assessed to the individual or organization that loses the key.
28. The User is responsible for setup; Holy Family Roman Catholic Church, Inc. does not provide this service. **If the User requires an extra day to set up the Hall, arrangements must be made in advance, and an additional \$500 charge will be assessed.**
29. The Renter agrees not to sublet or assign the Hall without the consent and approval of the Columban Hall Board.
30. **THESE RULES AND REGULATIONS APPLY TO EVERYONE, THERE WILL BE NO EXCEPTIONS.**

Sign below to indicate that you have read, understood and agree to abide by all the Rules, Regulations and Conditions specified in the preceding contract. This contract is subject to the approval of the Columban Hall Board.

.....
Date

.....
Signature of Organizer