

St. Boniface Hall Rental

INSURANCE: At least 1 month (30 days) before an event, the Event Insurance form must be completed in full. This form needs to be brought to the Pastor (currently Fr. Jerry), along with a check in the amount of \$95.00. Insurance check is to be made payable to: Archdiocese of Kansas City in Kansas. The Event Insurance Form will be given to the renter at the time of contract agreement.

RENTAL FEES: There is a Cleaning and Damage Deposit of \$100.00 for Parishioners, and \$150.00 for Non-Parishioners that is required for all rentals. This will be returned after the cleanliness and damage inspection following the event if deemed appropriate by the Hall Managers. A separate payment check is to be made out to: St. Boniface Parish.

KEYS: The key to the building may be picked up two days before an event, and must be returned within two days following the event. The cleaning and damage deposit will be returned only after the Hall is inspected for cleanliness and damage and the key is returned.

EXIT LIGHTS: Exit lights must be turned on during an event. The breaker box is in the room on the south side of the stage, and is marked “Exit Lights”.

WATER HEATERS: The main kitchen water heater is turned on in the room at the south side of the stage, and the breaker is marked “hot Water Heater”. The water heater beside the stove, if needed, should be set first on “pilot” and then to “heat”.

REPAIRS: If needed repairs are noticed, such as burned out bulbs, plumbing problems, etc., please report them to the Hall Manager promptly. We will make every effort to correct any problems before an event is scheduled.

GENERAL INFORMATION

- Smoking is **not permitted** anywhere in the building.
- Tape or staples on the walls or poles are **not allowed**.
- If Hall supplies are used, they **must** be replaced by renter.
- Coolers **are not** permitted on the dance floor.
- Drinking **is not** permitted on the dance floor.
- Any alcoholic beverages **must be served**. BYOB is **not permitted!**
- Please bring your own containers for any leftover food. Pots and pans from the Hall kitchen **must remain in the Hall**.

CLEANLINESS CHECKLIST

- _____ All trash removed from Hall, kitchen, and washrooms. Trash **MUST BE TAKEN WITH YOU WHEN YOU LEAVE!**
- _____ All windows closed.
- _____ Tables, chairs, and counters wiped off.
- _____ Washrooms are cleaned.
- _____ Toilets are **not** running.
- _____ All lights and fans are turned **OFF**.
- _____ Floors are swept and wet-mopped.
- _____ All tables and chairs are returned to their original position. **Upstairs**, chairs are to be folded and placed on top of tables - no more than 8 chairs on each table. If the chairs are stamped with "St. Boniface", they belong **upstairs**. White tables and all matching chairs belong **downstairs**.
- _____ Cigarette butts are removed from front entrance area and back door area.
- _____ Key has been returned.

Rental Fees

Parishioners = the bride and/or groom, or parents are registered, active, participating members of the parish community!

	<u>Parishioners</u>	<u>Non-Parishioners</u>
Insurance	\$95.00	\$95.00
Lower Level	\$135.00	\$160.00
Entire Hall	\$180.00	\$240.00
Cleaning Deposit	\$100.00	\$150.00

Hall Manager/Inspection: Nancy Hermreck 785-304-2673

Parish Office: Fr. Jerry Williams, O. Carm. 785-835-6273

Renter Information

Name: (Print): _____

Address: _____

Phone: _____

Cell: _____

E-Mail: _____

Rental Date: _____

Signature: _____

Date

Check Number

Rental fee paid:

Insurance fee paid:

Cleaning deposit paid: