

SACRED HEART – ST. LOUIS PARISH HALL RENTAL
Weddings and other approved Social Events

This agreement made and entered into this _____ day of _____
 201__ by Sacred Heart – St. Louis Parish and (name) _____

1. Facility to be used: **Sacred Heart Church** _____ **St. Louis Church** _____
2. Date of use: _____ **Time** _____
3. Purpose (in detail): _____

Check/cash	<u>Sacred Heart</u>	<u>St. Louis</u>	Received:
	<u>Capacity 447</u>	<u>Capacity 160</u>	Check / Cash

Hall Fees:

Use of Hall by Parishioners (active, contributing, parishioner for 1 year or more).	\$350.00	\$300.00	_____
Use of Hall by non-parishioners	\$400.00	\$350.00	_____
<i>Cleaning/damage deposit</i>	<i>\$500.00</i>	<i>\$500.00</i>	_____
Insurance Fee(TULIP)	\$105.00*	\$105.00*	_____
Dumpster Fee	NONE**	NONE**	_____
Supervisor donation	\$50	\$50	_____

*Insurance per Archdiocese, additional \$75 if alcohol sold / **No dumpster. Garbage removed by user.

1. All fees must be paid in full one month in advance.
2. After receiving the supervisor fee, the parish will forward it to the supervisor.
3. Please prepare separate checks for the **Insurance Fee**: Payable to Archdiocese of Portland, Oregon.
4. Alcoholic Beverages & Security: Must be licensed and bonded.
5. The damage fee deposit will be refunded when the facility is left clean and in good order.

ALL PARISH FUNCTIONS ARE EXEMPT FROM FEES

Signature of user or Authorized Agent

Phone of User

Address of User

Signature: Parish Office