

## **Hall Rental Policy**

Holy Cross Melkite Catholic Church  
451 West Madison Avenue  
Placentia, CA 92870-4537  
Church: 714-985-1710  
www.HolyCrossMelkite.org

**MERCY MEAL ON THE DAY OF THE FUNERAL, MERCY MEAL FOR THE 40<sup>th</sup> DAY, OR OTHER MEMORIALS:** \$200.00 for registered parishioners of Holy Cross Church who regularly use donation envelopes.

**A PARTY WITH MUSIC, FOOD, AND DRINKS (up to 5 hours of use):**

- For parishioners: \$400 + \$100.00 insurance payable to the diocese. Total of \$500.00.
- For non-parishioners: \$500 + \$100.00 insurance payable to the diocese. Total of \$600.00.
- For parties a \$150 charge will be added to cover security.

**A MEETING** (use of the chairs and tables only. No use of the kitchen, oven, or refrigerator.):

- \$75.00/ hour for parishioners. \$100.00 for non-parishioners

**All HOLIDAYS (Christmas and New Year's Eve):** \$700.00 + \$100 insurance payable to the diocese. (\$200.00 deposit to hold the hall.)

Damage/Cleaning Deposit: \$200.00. **Refundable if the hall is left in the condition it was given to you.**

**ADDITIONAL CHARGES FOR RENTAL OVER 5 HOURS: \$100.00/hour. No exceptions.**

**NO SMOKING CIGARETTES, HOOKAH, VAPOR, OR CIGARS ON CHURCH GROUNDS OR IN THE HALL.**

# HOLY CROSS PARISH HALL RENTAL CONTRACT

HOLY CROSS MELKITE CATHOLIC CHURCH, 451 West Madison Avenue, Placentia, CA 92870, LESSOR AGREES TO ENTER INTO A CONTRACT WITH:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ BUSINESS/CELL PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

HEREIN REFERRED TO AS THE LESSOR:

For the rental of Holy Cross Parish Hall on the day of \_\_\_\_\_ month of \_\_\_\_\_ 20\_\_\_\_\_,  
between the hours of \_\_\_\_\_ to \_\_\_\_\_, subject to the following conditions:

1. The rental rate is: \$\_\_\_\_\_. A non-refundable deposit in the amount of \$100 is required. The balance in the amount of \$\_\_\_\_\_ is due and payable (1) week prior to the scheduled use of the hall. Failure to timely meet the payment deadline shall result in the forfeiture of the use of the parish hall.
2. A payment of \$100.00 for liability insurance is required (by the Diocese of Newton) in addition to the rental rate. An application for this policy is included with this contract and must be completed and submitted with payment two (2) weeks prior to the scheduled event. Failure to secure insurance shall result in forfeiture of use of the parish hall.
3. Lessee assumes responsibility for any damages incurred to the property inside or outside the buildings and landscaping during the time of the rental. Paper or plastic utensils (plates/napkins/cups knives, forks, spoons etc.) are not included with the rental rate. Use of parish supplies will result in an additional charge.
4. Lessee hereby agrees to hire a security guard for the duration of the event. A security guard must be present for the duration of the scheduled function. Lessee must pay for the security guard in advance.
5. Music must be stopped by 11:00 p.m. and the hall must be vacated by midnight (12:00 a.m.). Lessor shall fine the Lessee \$100 for any extended time. If police respond as a result of noise complaints music must be stopped immediately.
6. Maximum capacity by law is 120 persons for dining seating and 250 persons for theatre seating. Failure of the Lessee to comply with the seating capacity restrictions shall result in Lessee paying any and all fines that Lessor incurs.
7. The maximum amount of time for all receptions/socials is (5) hours. Lessee is only allowed to occupy the hall for a maximum amount of time of five (5) hours.
8. All facilities may be used only on the day of rental. If there is a need for the set-up of the hall on the evening before the rental, it will be permitted only if the hall is not occupied. Lessee must contact Lessor for permission to set up the night before. Holy Cross Church will not be responsible for any damage to Lessee's property left in the hall overnight. For use of the refrigerator the night before an additional charge of \$100.00 will be applied.
9. Renters must specify the number of tables required in advance. No additional tables will be provided on the day of rental. There will be an additional charge of \$25 if additional tables are requested on the day of the rental.
10. Holy Cross Church will not be responsible for any accidents or damages to personal property during the time of the usage of its facilities.
11. NO WALL OR CEILING DECORATIONS ALLOWED. All other decoration must be removed at the conclusion of the event. Hall, Kitchen, and Rest Rooms must be cleaned and left in the SAME condition that Lessee found it.
12. All doors in the entire facility must be secured and locked upon conclusion of the event. An additional fee of \$50 fee will be charged for each unlocked door.
13. **NO SMOKING CIGARETTES, HOOKAH, VAPOR, or CIGARS ON CHURCH GROUNDS OR IN THE HALL.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date