



ST. LEO THE GREAT
PARISH & SCHOOL

PRIVATE PARTY HALL RENTAL AGREEMENT
Parish Center Hall – The Great Room

HALL REQUEST DATE: _____
TYPE OF EVENT: _____
SET UP TIME: _____ START TIME: _____ END TIME: _____
PERSON RESPONSIBLE FOR HALL
NAME: _____
ADDRESS: _____
PHONE NUMBER (S): HOME: _____ CELL: _____
EMAIL: _____

COST: A deposit of \$100.00 is due with this Rental Agreement, which is applied as a credit to your final bill.
A \$50.00 key card CASH deposit is due, and will be returned when the key card is returned to the office.
Final payment is due 1 week prior to your event date.
We Accept: Cash, Debit and Credit cards and checks made payable to St. Leo the Great Parish.

\$125.00 – 1 to 2 Hours _____ \$500.00 – ALL DAY RENTAL! _____
\$200.00 – 3 to 4 Hours _____
\$300.00 – 5 to 7 Hours _____ Estimated Number of Guests _____

A 2 hour set up/clean up is included in the Cost. I agree:

1. I will be responsible for leaving the facility in the same condition that I found it. I will notify the Parish Center Coordinator Miss Nadia at 216-661-1006 ext. 109 of any damages those attending my event have caused to the facilities or equipment. I will be responsible for reimbursing St. Leo the Great Church for all costs incurred in the repair or replacement of damaged facilities or equipment.
2. To no table confetti or glitter. No mylar balloons. No signs or decorations to be attached to the walls or ceiling.
3. To having NO WEAPONS OR ALCOHOL on the property. The facility is a non-smoking building.
4. To a limit of 1 sign displayed outdoors and must only be displayed on the day of the event.
5. To dispose of trash, at the conclusion of my event, in bags provided in the trash receptacles and take them to the designated areas.
6. To remove all my food, beverages, and condiments from the refrigerator, freezer, and stove after my event. Not to use food or beverages in the kitchen that does not belong to me – with the sole exception of salt, pepper and coffee maker.
7. To wipe down all countertops, sinks, stove and other surfaces prior to leaving the premises.
8. To provide my own paper products – plates, cups, napkins, tablecloths and plastic ware.

9. To return the key card/fob to the Rectory Office no later than 24 hours after my event or I will pay a **\$50.00 fee for lost card.**

A capacity of 70 people is allowed. Round tables seating 8-10 guests and long tables are available for use. If other than standard set up is required, request must be given to Parish Center Coordinator one week prior to your event.

I have read, and understand the Parish Center Rental Agreement and Guidelines, and agree with these regulations.

Signature of Person Responsible for Rental

Date Signed

Our Parish Center – Great Room has a cozy feeling that accommodates parties/events up to 70 guests. We have a full size kitchen, where food can be prepared or just kept warm. The grounds behind the Parish Center may be used for pictures or for any outdoor parties. We have handicap access to the Parish Center and two restrooms on the first floor. A large coat room/storage area is available to place your belongings during the events.

Testimonials:

- Thank you for setting up the Parish Center for our son’s funeral mass. It was perfect and we appreciated all your help. We had comments on how nice the tables looked and how comforting the Great Room felt.

Thank You So Much
Patricia

- I could not Thank You enough for all the help and support you gave me during the planning of my son and daughter-in-law’s bridal shower. I was truly blessed to work with you and I would highly recommend St. Leo the Great to anyone planning an event.

Thank You
Rita

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FOR OFFICE USE ONLY

Deposit Received: _____ Rental Fee Received: _____