

Our Lady of Perpetual Help Church
5830 Williams Dr.
Corpus Christi, TX. 78412
361-991-7891 361-993-1211 Fax

HALL RENTAL – Intake Form & Rental Worksheet

11/04/19

Date: _____

Name: _____

Address: _____

Phone/E-mail: _____ **Zip** _____

Type of Function: _____

Date of Function: _____

Hall area being rented: section A, section B, section C, sections A&B, sections B&C, sections A, B, & C

Hours of Function: _____ a.m./p.m. to _____ a.m./p.m.

Set Up Time: _____ a.m./p.m. to _____ a.m./p.m.

Numbers of Guests: _____

Is Alcohol Being Served? _____ YES _____ NO

Is Food Being Served? _____ YES _____ NO

Will there be dancing? _____ YES _____ NO

Catered By: _____

Law Enforcement Security Provided By: _____

Person Filling Out Form: _____

Renters Initials: _____

*Event Security Deposit to be refunded to the person noted above. (No Exceptions)

Our Lady of Perpetual Help Church

Rental Work Sheet

3/9/22

Renters Name: _____

Event Rental Fee: _____ Hall Area(s) _____

Event Rental Fee good for a total of six hours - (2 hours for decorating & 4 hours for event)

Rental Fee for over six hours is additional \$100/event day _____

Additional Set-Up Hour(s): (\$25/hr.) \$ _____

Use of Microphone: (\$25.00/event) _____

Bench Tables need to be folded and moved out: Yes _____ No _____

Round White Tables to be used: Yes _____ No _____

Event Rental Deposit: \$150.00 Paid Date: _____

Event Insurance Cost: \$85.00 (check to made out to *Diocese of Corpus Christi*) Paid Date: _____

Law Enforcement (Security) Fee (*if applicable*): _____ Paid Date: _____

Total Rental Cost: \$ _____ Paid Date: _____

Payment by Cash, Money Order, Credit Card or Personal Check*

*No Personal checks accepted (14) days prior to the event date.

Additional Information: