



PARISH HALL RENTAL GUIDELINES

Thank you for your interest in renting our newly constructed parish hall!

AMENITIES

- Maximum guest capacity is 425
- 13,000 sf facility; 10,000 sf ballroom; 1,100 sf kitchen
- 48 six ft round tables, 350 chairs
- Large commercial kitchen with ice machine, coffee maker, two ranges, four ovens, food warmer, large kitchen island, metal work tables
- Audio/Visual equipment with two 85" TVs, two 10' video walls, wireless mics
- Stage and podium
- Men's and women's restrooms with six stalls each
- Six large iron chandeliers
- Covered patio with 10 outdoor picnic tables and two 14' ceiling fans

FEES

- Rental fee is \$2,000 for registered parishioners (members registered for one year or more).
- Rental fee is \$4,000 for non-parishioners.
- A deposit of 50% of the rental fee is required to reserve a date. The balance is due 30 days before the event.
- Rental includes a total of 10 hours on the day of the event. This includes decorating before and cleanup after.
- Additional time to reserve the hall is \$250/hour.
- Cleaning fee is \$250.
- Kitchen usage fee is \$500.
- A/V usage fee is \$250.
- Security and cleaning deposit is \$500. If the building is adequately cleaned and free of damage, the deposit will be refunded within 30 days after the event.
- Event insurance is required. Renter will pay CTK \$105 to purchase insurance for event.
- If serving alcohol, two Belton Police Department officers must be hired at \$50/per officer to provide security. If selling alcohol, additional TABC rules apply and forms required.

RENTAL FORMS

- Use Agreement for Parish Facilities
- Insurance Addendum to Use Agreement for Parish Facilities
- Safe Environment Addendum to Use Agreement for Parish Facilities
- Addendum to Serve Alcohol as part of Use Agreement for Parish Facilities
- Liquor Liability Application (if selling alcohol)
- *Failure to complete forms with true and accurate information can result in a forfeiture of event date and reservation deposit.*



PARISH HALL FEES AND DEPOSITS

RENTER'S NAME: _____

PHONE: _____

EMAIL: _____

EVENT DATE: _____

Rental Fee.....	\$ _____
Refundable Security Deposit.....	\$ _____
Event Insurance.....	\$ _____
Kitchen Rental.....	\$ _____
Audio/Visual Rental.....	\$ _____
Additional Time.....	\$ _____
Rental Total.....	\$ _____
1 st Payment.....	\$ _____
Balance Due Amount.....	\$ _____
Balance Due Date.....	_____

Renter's Signature: _____

Date: _____