

St. Catherine of Siena Charitable Trust

Parish Hall Rental Agreement

Note: Renter must be eighteen (18) years of age or older

St. Catherine of Siena Charitable Trust (the "Owner") agrees to Rent the Parish Hall and/or the Catering Kitchen to the undersigned (the "Renter") for the following event:

RENTER NAME: _____ Parishioner / Non-Parishioner / Non-Profit / For-Profit	ORGANIZATION: _____
ADDRESS: _____	PHONE: _____
DATE(S) of EVENT: _____	FACILITY RENTED: _____
RECURRING EVENT DETAILS: _____	TIME of EVENT: _____
RENTAL FEE: _____	NUMBER OF GUESTS: _____
	DAMAGE DEPOSIT: _____

1. Premise Use statement:

- A. The premises may not be used for any purpose which in the judgement of the Owner is contrary to law or decency or good morals or the moral teachings and doctrine of the Roman Catholic Church or is otherwise improper or detrimental to the reputation of the Owner.
- B. The Renter shall be responsible to certify in writing that any person charged with supervisory responsibility of persons under the age of 18 has attended an approved adult awareness recognition course in the field of child sexual abuse – or a course of instruction on the Vermont Child Abuse Reporting Law. Programs used for adult awareness education in child abuse shall be comparable to those in use by the Roman Catholic Diocese of Burlington.
- C. Alcoholic beverages are NOT to be served or consumed on the property at any time with the exception of a pre-approved event that may serve beer/wine/cider, only with a Licensed Bartender and Certificate of Insurance.
- D. Smoking and candles are never allowed; battery-powered "candles" are an option.

2. Rental Fee and Damage Deposit:

- A. Upon receipt of the specified deposit(s) and the signing of this document, the event date will become firm. If the deposit, proof of insurance, and/or signature is not received, the Owner will not hold the event date and may rent the premises to other parties.
- B. A 50% rental fee deposit and 100% damage deposit (separate check) are required upon signing of this agreement and will be non-refundable if Renter cancels fewer than 3 days before the event, unless otherwise decided by the Owner. The balance of the rental fee is due on the day of the event.
- C. The premises will be inspected after the event to determine any damages. The damage deposit will be refunded, minus any damages, within 14 days of inspection. However, the Renter shall be responsible to pay the Owner for any reasonable, necessary, and documented costs associated with damages to, or breakage of, the Owner's property, exceeding the damage deposit, and arising directly from Renter's use of the premises or negligence.

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3. Renter Insurance Responsibility

- A. Renter will not knowingly permit anything to be done in the premises or bring or keep anything therein, which will violate the insurance policies on the premises, or any governmental laws, regulations or ordinances, and Renter shall indemnify the Owner for any loss or expenses incurred by the violation of this covenant. It is specifically agreed that Renter is solely responsible for obtaining any necessary licenses and/or permits and for compliance with all applicable laws and regulations.
- B. Renters for non-parish events are required to obtain \$1-million liability insurance coverage for the event through their homeowners' insurance policy or by obtaining an individual special events policy through a recognized insurance agent. St. Catherine's insurance policy does not provide coverage for claims against Renter. A copy of the certificate of \$1-million general liability insurance is to be submitted to the parish and is to name as additional insured *St. Catherine of Siena Charitable Trust and Bishop Christopher Coyne, as Trustee.*
- C. All caterers and licensed bartenders must submit a Certificate of Insurance showing required coverages.
- D. Note-For parish events, the \$1-million liability insurance certificate is not required.
- E. Renter will indemnify and hold harmless the Owner, St. Catherine of Siena Charitable Trust, and the Diocesan Bishop, as Trustee, from any and all liability, claims and suits, by reason of personal injuries occurring to any person or persons on or about the premises, and agrees to assume all risk of loss, injury or damages of any kind or nature from any cause to any goods, merchandise, chattel or other property now, or that may hereafter be on the premises, whether belonging to Renter or others, arising out of Renter's use of the property.

4. Premises Condition

- A. Renter shall leave the Facility, including the kitchen if applicable, in as good a condition as the Renter found it, reasonable wear and tear excepted, and per the expectations documented in the "Kitchen & Hall Rules Checklist." The Renter shall be responsible for any reasonable and documented expense incurred in cleaning the premises.
- B. The Owner is not responsible for the security, adequacy or condition (in case of inclement weather) of the parking lot.
- C. The Owner is not responsible for articles of clothing or other personal property or equipment lost, stolen, forgotten or damaged during, or as a result of, the Renter's use of the premises. Please note that the doors into the parish hall from the entry hall do not lock.
- D. The Owner, its employees, or agents, shall have the right to enter the premises while the event is in session.

Date: _____

Owner/Agent: _____
St. Catherine of Siena Charitable Trust

Date: _____

Renter: _____