

RENTAL CONTRACT FOR CHRIST THE KING ST. FRANCIS HALL

Hall rental fee for registered, contributing members of the parish is
\$50 for 50 people or less & \$100 for 51-75. Maximum is 75 people .
Rental is a 4 hour maximum (including your set up and clean up).

Parish Members MAY NOT rent the hall on behalf of someone who IS NOT a parish member.
Upon receipt of rental fee and damage deposit of \$250 this contract, the event will be scheduled.
Checks must be made out to Christ the King Church.

APPLICANT _____

ADDRESS _____

PHONE _____ (home) _____ (work or cell)

EMAIL _____

ARE YOU A REGISTERED, CONTRIBUTING MEMBER OF THE PARISH? _____

RESERVATION DATE _____ TYPE OF EVENT _____

TIME: (From) _____ (To) _____

IS LIQUOR BEING SERVED: _____ NO _____ YES

Insurance coverage is required for any event serving alcohol or when 50 or more people will attend the event. The cost of event insurance is \$100.00 and has to be submitted through this office to the Diocese at least 30 days prior to the event. Make separate check payable to: Dunne Property, NFP

NUMBER OF PEOPLE EXPECTED _____

ADDITIONAL REQUESTS REGARDING YOUR EVENT:

I hereby submit that I have read and will comply with the policy and rules accompanying this contract.

Renter _____ Date _____

Amount of fee _____ To be paid by (date) _____

Christ the King Representative Date

PLEASE RETURN WITH DEPOSIT TO:
Christ the King Parish
3209 60th St.
Moline, IL 61265

(Events with more than 75 people should be scheduled in the Believers Together Center)

Rental fee includes: coffee makers, dishes, silverware and glassware.
Dishwasher is available in kitchen.

Rental fee does not include: Paper products (cups, plates, napkins), coffee, sugar and creamer, which are in the hall kitchen. These items are for the exclusive use of parish organizations.

Prohibited: Use of Gathering Area and bathrooms in the church area. Classrooms, Brides room, and Ed Center will not be used.

Responsibilities of renter: to arrange all tables and chairs and replace all equipment as it was found. All leftover food must be removed from the refrigerator. All dishes, silverware and coffeepots must be cleaned and put away.

Red, orange or grape drinks are not allowed because spills cannot be removed from the carpet.

Use of candles must be approved for safety reasons.

No beer kegs allowed on carpeting.

If alcoholic beverages are used, all bottles, cans and containers will be disposed of by renter by putting in the dumpster outside or recycle containers. **All remaining beverages will be removed from church property immediately after use.**

Hall must be cleaned and vacated by 11:00pm. Hall rented on Saturday, during the day, must be cleaned and vacated by 4:00pm; if Saturday evening, hall must be cleaned and vacated by 11:00pm.

Prior to leaving, pertinent items above will be accomplished.

Partitions to be moved ONLY by parish staff member.

If clean up becomes the responsibility of the parish, the \$250.00 damage deposit will be forfeited. Damage to equipment, hall or grounds will be assessed to the user, if \$250.00 damage deposit is inadequate to cover the cost of repairs.

**The Parish Hall is part of the church proper.
It is expected that use of this hall will be done with proper respect and decorum.**