



Saint Francis of Assisi Church

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**The Rev. Monsignor M. Davitt Fox Parish Center
 Rental and Liability Contract**

Date of Contract		Date of Event	
<input type="checkbox"/> Special event	Time of Event	From:	To:
Name of Renter:			
Address:			
City		State	Zip
Email Address/work:			
Email Address/home:			
Phone (home):	Work:	Cell:	
Name of Group or Organization (if applicable):			
<input type="checkbox"/> Non-profit Group:		Contact Person:	
Type of Function:		No. of People:	
Type of Refreshments:		Age of Group:	
<input type="checkbox"/> Admission fee will be charged:			
<input type="checkbox"/> Alcohol will be served	<input type="checkbox"/> Alcohol will be sold	<input type="checkbox"/> Copy of alcohol license received (if alcohol will be sold)	
<input type="checkbox"/> Insurance certificate received		<input type="checkbox"/> Registered parishioner	

Rental Rates:

Main Hall: The following rental rates for the main hall apply Friday–Sunday.

- Hourly Rates: Up to 75 people: \$100.00/hour
 Up to 150 people: \$150.00/hour
 Up to 300 people: \$175.00/hour
 Up to 300 people: \$220.00/hour* (when alcohol will be served)

* A police officer is required to be present when alcohol is served to groups of more than 150 people, hence the higher hourly rate. Saint Francis Church will coordinate the arrangements with the police department.

- Discounts: \$25/hour discount for any one of the following:
- Registered parishioners (for groups of 150 or fewer).
 - Monday – Thursday bookings
 - Groups with non-profit status.

Classrooms:

\$50.00 for a period of up to three hours. Kitchen use is not available with classroom rentals.

Hourly Rate	Number of Hours	Total
Diocesan Insurance Fee		\$120.00
Security/damage deposit (refundable)		\$350.00
Cleaning fee		\$250.00*
Video projector & sound system		\$150.00 (optional)
Sound system (w/o video projector)		\$ 75.00 (optional)
TOTAL		\$
50% Deposit:		Deposit Received
Balance Due:		Balance Received

* These fees and the security deposit are required for Main Hall rental; but are waived for classroom rental. The Cleaning Fee may be waived for registered parishioners who wish to accept responsibility for cleaning the facility.

A 50% deposit is due at time of signing. Balance of payment is due 10 days prior to the event.

I. From all persons or groups renting the Monsignor M. Davitt Fox Parish Center, in compliance with the Catholic Mutual Insurance Group, a certificate of liability insurance in the amount of \$1 million dollars naming the Diocese of Norwich and St. Francis Church as additional insured. This proof of insurance can be requested from your insurance company on either a homeowners or renters policy and proof thereof can either be faxed, mailed or brought to the Rectory Office 10 days **BEFORE** your event with your final payment.

AND

II. The LIABILITY CONTROL VOLUNTARY RELEASE FORM to be signed below.

In consideration of "permissive entry" to the facility, each of the undersigned, their personal representatives, heirs and assigns, DO HEREBY:

1. RELEASE, DISCHARGE AND COVENANT NOT TO SUE THE ABOVE NAMED PARISH AND DIOCESE OF NORWICH or any and all claims and liability arising out of strict liability or ordinary negligence of releasee or any other user of the facility which causes the undersigned injury, death or property damage and further agrees to holds harmless and indemnify releasee from any claim, judgment or expenses releasee may incur by participation in the described activity.
2. UNDERSTAND that participation in the described activity involves danger and risk of injury. The inherent danger is understood and voluntarily assumed.
3. ACKNOWLEDGE that the undersigned are aware of equipment and safely regulation and will comply with each regulation.
4. ASSUME ALL RISK for themselves and all liability to others for failure to do so. No oral representations or inducements have been made to obtain signatures on this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND AND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

As renters of St. Francis Parish Center property, we agree to protect, indemnify and hold harmless the Diocese of Norwich and St. Francis Church from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless the Diocese of Norwich and St. Francis Church from any and all claims, cost or expense arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

We have also read the attached page(s) on Terms and General Information pertaining to the rental of the Monsignor M. Davitt Fox Parish Center and agree to abide by what is stipulated therein.

Renter's Signature: _____ Print Name: _____

St. Francis Church Authorized Signature: _____ Date: _____