

Blessed Sacrament Church

275 Union Avenue
Bridgeport, Connecticut 06607
Telephone (203) 333-1202

PARISH HALL RENTAL AGREEMENT

This agreement is between Blessed Sacrament Church, 275 Union Avenue, Bridgeport, CT 06607 and

Name _____

Rental Date _____ Type of Function _____

Your Address _____

Phone Number _____ Another Phone Number _____

Start Time _____ Finish Time _____

Number of Guest Expected _____ Alcohol Served (Y/N) _____

Terms and Conditions

No smoking within the building. Only at appointed places and no littering of butts!

Deposit: \$100.00 due upon signing contract. Deposit fee will be returned if there is no breakage, damage, or loss to the building contents, or additional expenses incurred due to the event. If breakage, damage, loss, or additional expenses are incurred and exceed the \$100 deposit, the undersigned agrees to reimburse Blessed Sacrament Church for the excess within ten (10) days.

Deposit is non-refundable due to cancellation.

If cleaning needs to be done (sweep, mop, or take out garbage) you will forfeit your deposit. You must complete and Application for Special Events coverage at a cost of \$95 with a check made payable to the Diocese of Bridgeport.

No "BYOB" – Bring your own bottle as you are responsible for what your guests consume and to cut them off if they have exceeded the legal limit. In addition you will not hold the church or any of it's agents responsible for any alcohol related incidents or accidents.

Deposits are returned within seven business days of your event and a complete inspection of the facility within 24 hours of the event.

Rental Charge - \$200 for up to four hours. The charge for each additional hour or fraction there of is \$50.00. The rental fee must be paid no later than thirty (30) days prior to scheduled event, and is not refundable. The charge for additional hours is due the day of the event. We allow one hour prior to the event for set up, any additional hours will be billed as part of your rental.

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Decorations – Are permitted as long as they are removed by the end of the event and they do not damage the painting of the walls and ceilings. Note no smoke machines. You agree not to drag the tables as they damage the paint on the floors.

Closing time - the hall closes at 11:00 PM. You must be completed with your cleanup and remove any of your items or you will be charged for additional time.

Caterer – The caterer or renter must furnish their own tablecloths, dishes, silverware, cooking utensils, etc. Any church items that are missing will be deducted from your deposit. The caterer is responsible for kitchen clean up.

Table games, TV and other church accessories: Are not included in your rental. They are to be left alone unless you wish to rent them from us. They will be rented at a rate of \$100 per event. **Stoves and cooking appliances are not included in the rental price and can be utilized at a rate of \$50 per event.**

Bathrooms must be left clean and tidy.

All garbage must be bagged and put in the dumpster adjacent to the parking lot.

Parking is to be done in the appropriate spots. Do not block the driveways, or park in reserved spots or on the hill. Any violators will be towed at their expense.

We remind you that this space within a Church and all activity must be respectful of a church environment.

Other Terms _____

Rental Cost: _____ hrs. @ \$50/hour
 _____ Table Usage
 _____ Kitchen usage

I understand the above terms and conditions and agree to abide by the.

X _____ Print Name _____

Dated _____

Deposit received on _____ in the amount of _____.

Balance received on _____ in the amount of _____.

Special Events Coverage check received on _____ in the amount of _____.