

**PARISH OF ST. BERNADETTE  
HALL RENTAL AGREEMENT**

St. Bernadette Parish  
861 SW 126<sup>th</sup>  
Seattle, WA 98146  
206-242-7370

Hall location address: 1028 SW 128<sup>th</sup>, Seattle, WA 98146

**REQUEST FOR USE OF ST. BERNADETTE PARISH HALL AND KITCHEN**

Organization Name: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_(\_\_\_\_\_)\_\_\_\_\_

Date requested: \_\_\_\_\_

Time: \_\_\_\_\_

**HALL AND KITCHEN**

	Parishioner	Non-Parishioner
Rental Fee:	\$475.00	\$550.00
Deposit: (Clean-up, damage and keys)	\$350.00	\$350.00
Total rental fee and deposit:	\$825.00	\$900.00

- A non-refundable security deposit of \$100.00 is payable upon confirmation of the hall use. This deposit applies to the total rental fee.
- The completed and signed contract is due at the parish office 6 weeks prior to the event.
- The remainder of the rental charge and deposit must be made at least three (3) days in advance. Fees and initial deposit may be made by check; *the clean-up, damage, and key deposit must be made in cash.* Keys may be picked up from the parish hall supervisor at the time of renter-supervisor meeting.

Deposit is refundable if the hall is undamaged and cleaned satisfactorily, and the keys are returned.

## GENERAL INFORMATION

A parishioner is an immediate member of a household registered in St. Bernadette Parish. He/She participates in worship services with this community on a regular basis, and donates routinely through the Sunday envelope.

Any group or organization not directly affiliated with St. Bernadette Parish will pay the non-parishioner rate.

St. Bernadette Parish reserves the right to refuse rental of the premises to any individual or group.

Scheduling is done on a first come first served basis. Reservations are made at the parish office and recorded on the parish calendar.

**All rental fees include a St. Bernadette supervisor.** A supervisor is necessary to act as a contact person if anything unexpected should occur. He can explain instructions and procedures. He knows the location of the items that may be needed during the usage period. He has phone numbers of people to call for emergencies. The supervisor will contact you prior to the event to make any necessary arrangements.

**Paid security is required at all events.** The St. Bernadette Parish contact for the King County Sheriff Department can be reached at 206-391-2171. Failure to make these arrangements will result in cancellation of your event and forfeiture of your deposit fee. If it becomes necessary to call additional police because of an unruly situation, the \$325 damage deposit will be forfeited.

**Insurance: All events must have insurance coverage in place prior to use of the facility.** Special Events Coverage may be purchased through the following website: <https://eventus.ajgrms.com> Click on "Quick Quote" and follow the prompts. Price varies according to specific criteria.

Sometimes insurance can be arranged through the facility user's homeowners, personal, or commercial insurance. The certificate of insurance must document general liability coverage in the amount of \$1,000,000 per occurrence. Also, this certificate must name St. Bernadette Parish and CCAS as an "additional insured". It is not adequate to obtain a certificate of insurance that names the Parish and the Archdiocese as a 'certificate holder'.

Proof of insurance must be provided to the parish office prior to meeting with the hall supervisor and securing the keys. *Under no circumstances will the facility be utilized without proper insurance in place prior to the event.*

## EVENT INFORMATION

Number of people attending: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Areas of the facility to be used: \_\_\_\_\_

Foods to be served: \_\_\_\_\_

Private caterer? \_\_\_\_\_ Name: \_\_\_\_\_

Family to provide food? \_\_\_\_\_

Cooking to be done in the parish kitchen? \_\_\_\_\_

Beverages to be served: \_\_\_\_\_

Alcohol? \_\_\_\_\_

Permit? \_\_\_\_\_ Number: \_\_\_\_\_  
(must be conspicuously posted in accordance with State Liquor Control Board policy)

In consideration of this agreement, St. Bernadette Parish does agree to furnish the parish hall/kitchen facilities, including lights, heat, and water on the reserved date.

The renter agrees to pay any and all damage resulting during the time of the use of the facilities, such damages to have been caused by any person or persons related to or taking part in any activity which is considered part of the use of the building. Please report any damage to the supervisor, maintenance person, or the parish office staff.

## TIME LIMITATIONS

### Weekday Rentals:

Due to school in session, set up for an event may not begin before 3:00 PM.

### Saturday Rentals:

With respect for the Reconciliation and Mass schedules (3:30 PM and 5:00 PM respectively), afternoon gatherings must end by 4:00 PM, and evening gatherings may begin no earlier than 6:30 PM.

### Sunday Rentals:

In consideration of the social activities after the morning Masses and the 6:00 PM Mass later in the day, an event may begin no earlier than 2:00 PM and must end by 5:30 PM.

In consideration of the neighbors, no dance music after 11:30 PM. Clean-up must be finished by 1:00 AM.

ST. BERNADETTE PARISH HALL  
GUIDELINES FOR USE AND CARE

1. St. Bernadette Parish is a **non-smoking** facility. Please confine all smoking to designated areas outside the building. Cans for cigarette butts are provided.
2. If **alcoholic beverages** are served, the user has the responsibility of acquiring the proper permit. You are responsible to insure no alcohol consumption by minors.
3. No **tacks**, staples, or nails on any walls, posts, tables or chairs.
4. Adjust the **vertical blinds** only with the assistance of the supervisor.
5. Please keep children from running and playing on the **stage** or in the stage curtains.
6. **No rice**, birdseed, confetti, or glitter may be used inside the buildings or outside on any of the paved areas or sidewalks.
7. There is additional **parking** in the lot (playground) behind the building.
8. For the information of the renter, there are approximately 50 six-foot-by-30-inches rectangular **tables**, and 400 blue folding **chairs**. *Please be sure that tables are handled by two persons each. Lift tables, do not drag them.*
9. The posted **capacity** of the hall, in accordance with fire department regulations, is 499 persons.
10. Clean all **accidental spills** immediately. Use a mop (provided), and only clean, clear water, lukewarm or cold. *Do not use hot water, floor cleaner, or abrasives.*
11. **Clean-up** by renter for return of deposit:

**Hall area:**

- wipe all tables
- chairs and tables are to be stacked and aligned as previous to renting (see #8)
- it is not necessary to sweep or mop the floor
- remove all decorations, including tape, from tables, chairs, walls, and posts
- tie garbage in plastic bags and deposit the bags in the trash containers located in the front parking area; *garbage pick-up fees that are significantly higher than the expected charges will be deducted from the clean-up deposit*

**Kitchen:**

- sweep and mop the floor
- wash all dishes, utensils, appliances, pots, and pans used, and return to storage
- wash counter tops with bleach
- clean stove tops with grill brick if necessary
- turn off all stoves, ovens, and fans
- remove all food, ice, and beverages from the refrigerator and freezer

**Remember also: bathrooms, parking lot, and grounds**

12. St. Bernadette Parish is **not responsible** for items that are lost, stolen, or left behind after a function.

# FACILITY USAGE / INDEMNITY AGREEMENT

*Please sign and return to the Parish Office.*

***Parish: St. Bernadette Parish***

**Parish is understood to include the Archdiocese of Seattle**

***Facility User:***\_\_\_\_\_

Date of Facility Usage:\_\_\_\_\_

Type of Facility Usage:\_\_\_\_\_

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless ST. BERNADETTE PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at ST. BERNADETTE PARISH.

FACILITY USER agrees to provide a certificate of insurance to ST. BERNADETTE PARISH, which provides evidence of general liability coverage of not less than five hundred thousand dollars (\$500,000) per occurrence. FACILITY USER also agrees to have ST. BERNADETTE PARISH named as an "Additional Insured" on its general liability policy for the DATE OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against ST. BERNADETTE PARISH by FACILITY USER'S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against ST. BERNADETTE PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify ST. BERNADETTE PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE OF FACILITY USAGE that is brought against ST. BERNADETTE PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of ST. BERNADETTE PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signature\_\_\_\_\_

(Must be an official agent of the FACILITY USER.)

Name (please print)\_\_\_\_\_ Date\_\_\_\_\_