

## St. Thomas More Social Hall Information Sheet

Maximum Capacity for the hall is 300 persons when set up with tables and chairs. This set up will include 38 tables with 8 chairs at each table. Without tables the hall will fit 560.

Lessee is only authorized to access and use the specific area rented, and should not occupy or use any other room, building, play area, etc., that may exist on the property.

The facilities are only available according to the times agreed on in the agreement. Exceptions to this schedule must be approved by the pastor or his designee at least 72 hours before the event.

The St. Thomas More Social Hall is designated a non smoking area. Please contact the facility manager for the location of designated smoking areas.

A police officer/security guard is required for all functions at the Social Hall. Security officers will be obtained by the church from a pre approved agency and fees paid to St. Thomas More by the lessee.

If alcohol is served or brought on the premises by guests, diocesan insurance requires that there be a police officer on duty for every 100 people. This means two police officers will be needed if there are 101 guests or three officers if there are 201 people. For assistance in procuring these services contact the facilities manager.

No one under the age of 21 will be served alcohol or allowed to consume alcohol on the premises. Alcohol served to minors will cause the immediate closing of the facility and forfeiture of all fees. It is the responsibility of the Lessee to work with security personnel regarding liquor and minors.

It is the responsibility of the Lessee to have in place a pre-existing plan to handle individuals who have had too much to drink. The plan will include the necessary arrangements to assist the bartender who is refusing service to an intoxicated individual along with providing alternate methods of transportation.

Tables, chairs and other equipment are not to be removed from the building.

Decorations are the responsibility of the Lessee. No decorations are to be placed on walls, curtains, windows, or the ceiling of the space rented. The decorations are to be removed by the Lessee prior to leaving on the day of the event. Absolutely no tape may be used. Also, the use of fog machines and pyrotecnic materials are not authorized.

For safety issues and due to the extreme difficulty of clean up confetti, glitter, rice, birdseed, bubbles, etc of any kind or shape will not be allowed on church property.

Classic Catering is the preferred caterer of St. Thomas More Parish. Exceptions must be approved by the Parish Manager or designee. If Classic is not used a \$200.00 kitchen use fee will be charged. The caterer must provide a Certificate of Coverage naming St. Thomas More and the Diocese of Phoenix as an additional insured. Minimum limits are as follows: General Liability \$1 million per occurrence, Automobile Insurance owned, non-owned, or hired vehicle, \$1 million combined single limit and statutory workers compensation.

To assist the lessee with facility problems a member of the parish staff will be available during the length of the event.

**Rental Fees:**

The following basic fee schedule will cover a (5) hour event. An additional two hours for set up is allowed. All events must end by 11:30 pm. Half of the event fee must be paid in order for the event date to be reserved.

1 – 100 guests	\$ 800.00
101 – 200 guests	\$1,200.00
201 – 300 guests	\$1,400.00

A 25% discount, on the basic rental fee, will apply to any registered active parishioner of St. Thomas More.

**Audio Visual Equipment**

An audio visual package is available. This will include a screen, projector and access to the hall speaker system. The cost of this package is \$100.00

The following items must be completed 30 days prior to the event to insure use of the St. Thomas More Social Hall:

- Provide a Certificate of Coverage naming St. Thomas More and the Diocese of Phoenix as an additional insured. Minimum required limits are as follows. General Liability, including host liquor liability, if liquor is served, \$1 million per occurrence. Liability insurance for private parties and non profit activities, can be purchased through Catholic Mutual Group for \$95. An application for the Special Event Coverage can be found at [www.diocesephoenix.org](http://www.diocesephoenix.org). Enter the site and go to the Finance Department and find forms section.
- If admission is charged to enter the event and liquor is being served or liquor is being sold at the event a temporary liquor license must be obtained from the City of Glendale. This process takes up to 6 weeks.
- Payment in full to St. Thomas More Parish, including cost of off duty police officers
- Schedule a walk through date with the facilities manager within a week of the event. At this time any damage to the hall should be noted.
- If another caterer has been approved by the Parish Manager or designee proof that St. Thomas More is additionally insured by the caterers’ insurance company must be provided.

**Set up**

A diagram will be provided by the lessee for table and chair placement. The facility will be clean and set up done prior to start time of the event. Bathrooms will be well stocked.

**Clean up**

The lessee will be responsible for leaving the facility as they found it. Parish staff will break down tables and chairs, and clean rest rooms and floors. Any additional cleaning by church staff will result in an additional charge.

All points of this Information sheet and the Lease agreement along with the listed suspense dates must be met or the agreement will be cancelled and the deposit retained.

I have read and understand the policies for rental of the St. Thomas More Social Hall.

Lessee: \_\_\_\_\_ Date; \_\_\_\_\_