

St. Mary's Catholic Church

155 Market Street

Memphis, TN 38105

(901) 522-9420

Fax (901) 522-8314

USER INITIALS: _____

PARISH HALL USER AND CATERER GUIDELINES & AGREEMENT

1. The Parish Hall, including the kitchen, may be used for wedding receptions and other functions. This Parish Hall User and Caterer Guidelines & Agreement is required to be completed for its scheduling and use.

2. There cannot be a reception or other function held in the Parish Hall facilities while Saturday evening Mass or wedding is being conducted. All functions held in the Parish Hall or its adjoining garden may last only up to 4 consecutive hours unless stipulated and accepted under this agreement. All functions must end by 12:00 am midnight.

3. The Parish Hall user fee is \$200.00 for registered members and \$300.00 for all others. The 2nd Floor Parish Hall user fees are \$100 and \$150, respectively.

4. In addition to user fees, a refundable deposit of \$350.00 is required to assure facilities are respectfully maintained and cleaned after use. Upon satisfactory condition and housekeeping inspection by a designated church representative, the deposit will be refunded to the signee.

5. User Fees are payable no later than 90 days prior to contracted use date of the Parish Hall. Where the time of the contracted event is less than 90 days, the User Fee is payable upon signing of the contract. If the payment date is not met, or the payment fails for lack of funds or other cause, the date and facilities will be made available for other scheduling.

6. The responsible serving of alcoholic beverages to adults is permitted; however, the Designated Function Representative, as entered in the Contractual Agreement, is responsible for any and all damages, losses or liability incurred related to their guests' or attendees' behavior.

7. Arrangements must be made with the caterer for cleaning the kitchen and assuring all Parish Hall utensils and equipment is accounted. Missing or broken items or follow-up cleaning will be deducted from the deposit.

8. Caterers are required to review all policies and also enter into their own agreement

concerning use of the facility. The St. Mary's Catholic Church Specified Caterer has first right of refusal for catering events in or around the Parish Hall. If the St. Mary's Specified Caterer is not used, arrangements must be made with the St. Mary's Office Representative for locking the facilities and setting alarms before leaving the premises.

9. The caterer shall provide evidence of proper licensing and insurance coverage. In all cases, the user and caterer is required to provide St. Mary's Catholic Church with a signed hold harmless statement releasing the Church of all liabilities involving claims resulting from incidents occurring from food, beverages, and guests served at the function.

10. The hosts/hostesses and all guests must vacate the Parish Hall by 12:00 midnight. It is the responsibility of the caterer to control this by closing the bar, taking up the food, raising the lighting, informing the band or DJ, etc. so that the function is completed by 12:00 midnight.

11. It is the responsibility of the user and the caterer to clean all equipment belonging to St. Mary's Catholic Church that has been used for the function. It is also the responsibility of the caterer to see that all equipment not belonging to St. Mary's Catholic Church is removed from the facility upon their departure following the function. The kitchen and hallways should be free of trash and debris and the kitchen floor swept and mopped. All trash and garbage is to be secured in the sacks provided and taken to the dumpster.

PARISH HALL USER AND CATERER GUIDELINES & AGREEMENT (continued)

12. Nothing can be put on any walls with any type of adhesive or with anything that will puncture wall surfaces, ceilings or windows.

13. The Parish Hall classrooms and 2nd floor may not be used unless specified and noted on the contractual agreement. If the 2nd floor area and classrooms are specifically contracted under this agreement, the user shall clean the facilities of any and all food, personal items, waste and debris. No church or classroom supplies or equipment may be used or disturbed.

14. Helium balloons are not permitted in the Parish Hall. They interfere with the alarm system.

15. Caterers may meet delivery people between 3 p.m. and 5 p.m. on Friday and on Saturday morning after 8:00 am. Caterers must be present for deliveries as St. Mary's Catholic Church staff cannot be responsible for signing delivery tickets.

16. Caterers leave equipment, food, etc. at the Church at their own risk. St. Mary's Catholic Church cannot be responsible for losses. If you leave food in the refrigerator or freezer before the function, it is suggested that you mark the name of the bride on all containers. Everything must be removed after the function; nothing should be left.

17. Self-serve beverage areas must be monitored and cleaned throughout the function. Spills, water, etc. must be cleaned up immediately. Beer kegs should remain behind and be served through the pass-through counter in the Parish Hall.

18. Please do not completely empty the icemaker. Leave at least 6 inches of ice in the bottom of the machine. Make sure the scoop is hung up to the left of the icemaker; this is to meet a health department regulation!

19. Caterers, bartenders and servers may park cars and vans, etc. at the kitchen rear door only to load and unload. Please observe any and all "no parking" areas. There is a city ordinance on the streets and the parking lot and vehicle flow cannot be obstructed. The Parking Lot, by joint agreement, may be used without charge for church activities and its approved functions only.

St. Mary's Catholic Church, User and Caterer Guidelines & Agreement (continued)

PARISH HALL USER AGREEMENT:

Name of Function Date of Contracted Event

Designated Function Representative:

I/We, the undersigned, enter into an agreement this day with St. Mary's Catholic Church to use the Parish Hall facilities, as selected below, in accordance with the policies and fee schedule stipulated in the aforementioned Parish Hall Guidelines & Caterer's Agreement, and if applicable, the St. Mary's Catholic Church Wedding Policy & Fees contractual agreement. I have read, understand and initialed the Parish Hall User and Caterer Guidelines & Agreement, attached as pages 1 and 2 of this agreement. Further, I agree to hold St. Mary's Catholic Church, the Catholic Diocese of Memphis, its Pastors, Officers, Agents, Employees and Members, harmless in, or of, any and all claims resulting from occurrences or neglect involving food and beverages served to guests attending the function, or by the actions or behavior of our catering personnel. I further hereby agree to hold harmless and indemnify St. Mary's Catholic Church, the Catholic Diocese of Memphis, its Pastors, Officers, Agents, Employees and Members for any liability sustained by said acts of the aforementioned St. Mary's and Diocesan parties, including expenses incurred attendant thereto.

This signed agreement is contingent upon successful payment of the User Fee as specified below. If payment fails due to insufficient funds, cancellation of payment, or failure to pay the user fee by the designated date, the deposit will be forfeited and this agreement is rendered null and void.

Parish Hall Deposit & User Fees – Check Facilities Selected

Registered Non-Regular

Member (1) Member

☛ User Fee – 1st Floor Parish Hall & Garden \$200.00 \$300.00

☛ User Fee – 2nd Floor Parish Hall \$100.00 \$150.00

☛ Refundable Housekeeping Deposit \$350.00 \$350.00

☛ Check Here if Fees are Covered under Wedding Contractual Agreement; User Agreement Only

User Fee(s) Payable No Later than 90 days Prior to Contracted Date: \$ _____

Final Payment Due Date: _____

90 Days or Less Before Contracted Event Date

Additional Agreement(s):

(If none, specify N/A)

Name Designated Function Representative (print) Signature Date

St. Mary's Catholic Church Office Representative:

Name (print) Signature Date

Fees may be reduced or waived by St. Mary's Catholic Church for selected non-profit or community organizations.

(1) To be considered a registered and contributing member of St. Mary's Catholic Church, one must have been a registered member at least one year prior to entering into this agreement.

St. Mary's Catholic Church, User and Caterer Guidelines & Agreement (continued)

PARISH HALL CATERER AGREEMENT:

Name of Function Date of Function

Caterer:

I have entered into an agreement to cater the function listed above. I have read, understand, initialed, and agree to comply with the St. Mary's Catholic Church Parish Hall User and Caterer Guidelines & Agreement for caterers, pages 1 and 2 of this agreement. Further, I agree to hold St. Mary's Catholic Church, the Catholic Diocese of Memphis, its Pastors, Officers, Agents, Employees and Members, harmless in, or of, any and all claims resulting from occurrences or neglect involving food and beverages served to guests attending the function, or by the actions or behavior of our catering personnel. I further hereby agree to hold harmless and indemnify St. Mary's Catholic Church, the Catholic Diocese of Memphis, its Pastors, Officers, Agents, Employees and Members for any liability sustained by said acts of the aforementioned St. Mary's and Diocesan parties, including expenses incurred attendant thereto.

Name of Catering Business Telephone Cell Phone

Caterer's Representative (print) Signature Date

St. Mary's Catholic Church Office Representative:

Name (print) Signature Date

After Event

Facility Condition and Housekeeping Found to be Acceptable and in Good Condition

Yes, Deposit Refunded

No. Describe condition below requiring non-refund of deposit.

Name (print) Signature Date

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Parish Hall User and Caterer Guidelines & Agreement