

ST. PAUL'S —2017 FACILITY USE FEES

<u>FACILITY</u>	<u>CAPACITY</u>	<u>FEE</u>	<u>FEES BASED ON 4 HOUR USE</u>
LIFE CENTER Great Hall (Gym)	Banquet 320 Theater 500 7488 Square Feet	\$1,000/4 hours	Fee includes Sexton fee

CONFERENCE ROOMS: Conference Room A Conference Room B Conference Room C	690 Square Feet 448 Square Feet 459 Square Feet	\$300/4 hours	Fee includes Sexton fee Audio Visual Free Wifi Efficiency Kitchen coffee
---	---	---------------	---

COMMERCIAL KITCHEN**	**Only available to rent in conjunction with Great Hall or Conference Rooms.	\$600/4 hours	Fee includes cleaning
-----------------------------	--	---------------	--------------------------

FACILITY USE GUIDELINES, page 1

St. Paul's Episcopal Church welcomes the opportunity to offer our facilities for your event. We request that you respect the customs and traditions of the Episcopal Church, its mission and guidelines while using these facilities.

Booking

Individuals or organizations must:

- Complete and return Facility Use Contract and Event Order to reserve date.
- Submit a non-refundable deposit of \$500.00 with contract. This deposit will be applied to the balance.
- Submit a damage deposit (separate check) equal to the facility rental. This check will be returned following the event if no damage is noted.
- Mail these items to: Life Center at St. Paul's, 28788 North Main Street, Daphne, AL 36526.
- Balance (minus deposit) is due 1 week before event.

Intended Use

The following information must be provided on the Event Order:

- Date of event
- Beginning and ending time of event (including set up and clean up)
- Type of event
- Expected attendance ('open' parties are prohibited)
- Description of decorations, displays or equipment to be used for event
- Vendors (delivery dates/times)
- Facility needs (chairs, tables, linens etc.)

Facility Use

- Parish property shall not be removed from any facility or altered in a way that cannot be removed or that would cause damage to the finished surface.
- Additional fees may apply if the facility is not in satisfactory condition.
- If circumstances dictate additional services such as; traffic control, increased security, special effects or any other specialized services, 'User' will be responsible for securing vendor and costs.
- If facility is not returned to original condition, 'User' agrees to pay for any repair, replacement or restoration of the rented facility including structures, fixtures or equipment. The damage deposit is not the limit of the user's liability in the event of damage.

General Policies

- The Campus is non-smoking.
- Only beer, wine and sparkling wine may be served in moderation at the event. No other alcoholic beverages allowed. 'User' will provide alcohol.

Set Up and Take Down

- 'User' will coordinate with church office to schedule specific time for facility access prior to event date.
- Campus staff will be responsible for setting up the facility for scheduled events per Event Order.

Cleaning

- User shall remove all decorations, displays or equipment and leave facility in original condition.
- All trash and garbage shall be bagged and placed in kitchen area for disposal.

FACILITY USE GUIDELINES page 2

Weddings

Weddings performed in any campus facility will be performed with an Episcopal priest as the chief celebrant and in accordance with the marriage liturgy found in the Book of Common Prayer (1979).

Kitchen Facility

Kitchen guidelines are available and must be followed by 'User'.

Compliance

'User' agrees to comply with and obey all prevailing, applicable federal, state, county and City of Daphne laws and regulations pertaining to facility use.

Cancellation

The Parish reserves the right to cancel an event for just cause. Judgment shall be at the discretion of the Rector and Vestry.

Information & Event Booking

For more information or to book an event, please contact:

Bill Harrison, 251-232-3810

or

St. Paul's Episcopal Church

28788 North Main Street

Daphne, AL 36526

Facility Use Contract

Date of Application: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone Number (s): _____

Applicant's Email Address: _____

Type of Event: _____

Date of Event: _____

Time Schedule of Event: _____

Space Usage: _____ Great Hall (Gym)
 _____ Conference Room A
 _____ Conference Room B
 _____ Conference Room C
 _____ Commercial Kitchen

Miscellaneous Needs:

# of _____ Chairs	_____ Computer Projector
# of _____ 72" Round Tables	_____ Projector Screen
# of _____ 6' Rectangular Tables	_____ Microphone
# of _____ 8' Rectangular Tables	_____ Podium
	Stage _____ X _____ Ft.

Food Service Caterer—Name: _____

Outside Vendors—Name: _____

Other Needs: _____

Facility Use Contract, page 2

St. Paul's Episcopal Church agrees to allow the individual or organization, 'User' named in this agreement to use the facilities indicated below on the campus subject to all conditions as listed in the "Facility Use Guidelines". The individual or organization 'User' named in the agreement shall be responsible for any damage to the facility or any other campus property and any person; unless it can be demonstrated that the loss or damage is not attributable in any way to the 'User's use of the building

In consideration for the use of the premises and facilities of St. Paul's Episcopal Church, Daphne, Alabama, the 'User' hereby assumes entire responsibility and liability for any/all damage or injury to:

- persons whether employees or otherwise;
- property including realty and/or adjoining property caused by or resulting from the use of the premises or facilities of St. Paul's Episcopal Church, Daphne, Alabama.

User' further agrees to indemnify, defend and hold harmless St. Paul's Episcopal Church, the Diocese of the Central Gulf Coast, its successors, assigns, directors, officers, agents, employees and their heirs, executors and administrators from and against all claims, demands, actions in law or in equity, liability, loss expense, damage or injury, to person or property caused directly or indirectly by the use of the St. Paul's Episcopal Church premises and/or facilities by the 'User', its agents, members or employees or any persons acting in their behalf or under the supervision or control, whether direct or indirect.

This hold harmless clause is not intended to restrict or enlarge the rights of either party as exists under the laws of the State of Alabama.

USER:

_____	or	_____
Organization Agent/Representative		Individual

_____	_____
Title	Date

ST. PAULS:

_____	_____
Senior Warden St. Paul's Episcopal Church	Date