

**RENTAL AGREEMENT  
FOR PROPERTY AND FACILITIES BELONGING TO  
ST. MARY'S CATHOLIC CHURCH, VICTORIA, TX**

THIS RENTAL AGREEMENT IS MADE AND ENTERED INTO by and between St. Mary's Catholic Church, Victoria, TX, acting by and through its Pastor, Rev. Dominic Antwi-Boasiako, and \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Lessee name)

St. Mary's Catholic Church, Victoria, TX (hereinafter referred to as Lessor) does hereby let, lease, and grant to \_\_\_\_\_ (hereinafter referred to as Lessee) the privilege to use and occupy the St. Mary's Catholic Church facilities

\_\_\_\_\_  
(Name of facility being rented)

to the extent specified on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the purpose of \_\_\_\_\_.

Event Time: from \_\_\_\_\_ to \_\_\_\_\_ Setup starting at \_\_\_\_\_ Cleanup by \_\_\_\_\_

Comments: \_\_\_\_\_

- **A non-refundable cash deposit** shall be due and payable to the Lessor upon execution of this agreement. Payment of this deposit to the Lessor shall assure reservation of the premises to the Lessee on the date specified. The base rental rate shall include air conditioning or heating and shall be due and payable and delivered to the Lessor one month prior to the reservation *or the reservation will be cancelled*. At the time of payment, credit shall be given to the Lessee for the non-refundable deposit theretofore paid.
- The required damage bond shall be due and payable to the Lessor one month prior to the reservation *or the reservation will be cancelled*. The damage bond, less any deductions, shall be returned to the Lessee after the Lessor has completed an inspection.
- Liability insurance is required for all rentals. The fee is \$95 (exceptions apply) and shall be due and payable to the Lessor one month prior to the reservation *or the reservation will be cancelled*.
- The rented premises shall only be used by the Lessee for receptions, dances, reunions, meals, parties, games, meetings or like activities. Unless approved by the Lessor, facilities may not be used for wedding receptions or bridal showers for Catholics who do not marry according to Catholic Church law. No weddings or other religious services may be conducted without the Lessor's permission. Lessee shall not use the rented premises for any illegal or unlawful activity. Lessee shall not knowingly condone any illegal or unlawful activity of guests or invitees but shall make every reasonable effort to discourage and avoid the same.

- One security officer is required if alcohol is served. Two security officers are required for teenage parties. The Lessor will acquire security at the Lessee's expense.
- Lessee agrees to defend, indemnify, and hold harmless St. Mary's Catholic Church and the Catholic Diocese of Victoria in Texas, their clergy, agents, employees and volunteers from and against all liabilities, claims, suits, demands, costs, attorney's fees and interest accruing for injuries to any person and/or damages to property growing out of the rental and/or use of said property, whether such injuries or damages are caused by negligence of the Lessee or Lessor. This includes, but it is not limited to, any liability that may arise out of the serving or consumption of alcoholic beverages.
- Restrictions/Regulations
  - All tables shall be covered when serving food and drink. No type of tacks or tape may be used on tables. Clips to hold skirting are available from the Facilities Manager.
  - The Lessor does not provide for setting up or taking down tables and chairs. The Lessee must return tables and chairs to their original location after the event.
  - No rice or birdseed shall be permitted on the floors of the buildings or outside.
  - Nothing shall be taped or pinned to the walls, sheetrock, or wooden areas.
  - No driving on sidewalks.
  - No rowdy behavior shall be permitted in the parking lot area.
  - Beer kegs must be kept outside unless they are in refrigerated coolers. Spills must be promptly mopped up. **BYOB events are NOT allowed.**
  - No decorative confetti shall be put on tables, nor is any confetti to be thrown outside.
  - No political rallies or fundraisers will be allowed. Illegal gambling with cards or dice is not allowed.
  - No fifteenth birthday parties are allowed.
  - The use of all tobacco products is prohibited inside buildings.
  - Facilities must be left in a clean and presentable condition; tables must be wiped, floors swept and trash disposed of in the dumpsters.
  - Lights and fans shall be turned off and doors must be secured at the end of the activity.
  - Full day rentals must end by the time specified in the Rental Rates. One hour will be allowed for clean-up at the end of the event.
  - Hourly rentals will be allowed *one hour total* for set-up and clean-up included in your Rental Rate. Additional time will be charged the hourly rate.
  - Table and chairs on the North side (under the cove) of the Activity Center Hall **are not** allowed to be moved.

- In the event a proper representative of the Lessor observes Lessee in violation of any of the above and foregoing restrictions, and if after fair and reasonable warning to correct such violation the Lessee fails or refuses to do so, Lessor reserves the right to forthwith terminate this agreement and demand immediate vacation of the premises by Lessee and its guests. The damage bond will be forfeited.
- Lessor shall inspect the facility after the conclusion of the event (usually the next day). **Fees, at the discretion of the Lessor, shall be deducted from the damage bond if violations against the above restrictions/regulations are found**, i.e. lights left on.
- In the event of damage to the Parish Facilities during the Lessee's function, Lessee shall be liable for payment of reasonable cost of repair thereof. If the amount exceeds the damage bond, the Lessee agrees to reimburse the Lessor for the additional costs.

EXECUTED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Lessee Printed Name

\_\_\_\_\_  
Lessee address

\_\_\_\_\_  
Lessee phone number(s)

\_\_\_\_\_  
Lessee email

\_\_\_\_\_  
Other names & contact numbers

\_\_\_\_\_  
Lessee signature

\_\_\_\_\_  
Facilities Manager, Deacon Jim Koenig

Lessee may contact Deacon Jim Koenig at 935-3811 for questions or concerns during the rental.

**RENTAL RATES**

<i>FACILITY</i>	<i>DURATION</i>	<i>PARISHIONERS</i>	<i>NON-PARISHIONERS</i>	<i>VERIFIED NON-PROFITS</i>
<b>RECEPTION HALL</b>	8:00AM – 12:00 MIDNIGHT	\$400	\$750	\$400
<b>RECEPTION HALL</b> DECORATING DAY BEFORE IF AVAILABLE	3 HOURS MAX	\$100	\$100	\$100
<b>RECEPTION HALL</b> HOURLY RATE	3 HRS. MIN – 5 HRS. MAX	\$75 PER HOUR	\$125 PER HOUR	\$75 PER HOUR
<b>RECEPTION HALL</b> DAMAGE BOND		\$200	\$200	\$200
<b>ANNEX</b> HALL/KITCHEN	8:00AM – 10:00PM	\$200	\$250	\$200
<b>ANNEX</b> HALL/ KITCHEN/BB	8:00AM – 10:00PM	\$200	\$300	\$200
<b>ANNEX</b> HOURLY RATE	4 HOURS	\$100 EXCESS HOURS \$20/HR	\$150 EXCESS HOURS \$25/HR	\$100 EXCESS HOURS \$20/HR
<b>ANNEX</b> HOURLY RATE W/BB CT.	4 HOURS	\$100 EXCESS HOURS \$20/HR	\$175 EXCESS HOURS \$25/HR	\$100 EXCESS HOURS \$20/HR
<b>ANNEX</b> DAMAGE BOND		\$100	\$100	\$100
<b>ANNEX</b> BASKETBALL COURT ONLY		FREE	\$25/HR	FREE
<b>LIABILITY INSURANCE</b> REQUIRED FOR ALL RENTALS		\$95	\$95	\$95
<b>SECURITY</b> REQUIRED IF ALCOHOL IS SERVED OR FOR TEENAGE PARTIES		\$30/HR PER OFFICER	\$30/HR PER OFFICER	\$30/HR PER OFFICER

**TO RECEIVE THE PARISHIONER RATES**, THE EVENT MUST BE FOR A CONTRIBUTING REGISTERED MEMBER OF THE PARISH OR THEIR CHILDREN; REGARDLESS OF WHO IS MAKING THE RESERVATION. A CONTRIBUTING REGISTERED MEMBER IS ONE THAT IS LISTED IN OUR PARISH REGISTRY AND HAS CONTRIBUTED AT LEAST \$250 OVER THE PAST 12 MONTHS PRECEDING THE EVENT.

NO FACILITY IS CONSIDERED RESERVED UNTIL CONTRACT IS SIGNED BY BOTH PARTIES AND DEPOSIT IS PAID.

THE SECURITY FEE IS SUBJECT TO CHANGE. THE RATE IS SET BY THE VICTORIA POLICE DEPARTMENT.

Base rental rate: \$ \_\_\_\_\_

Damage bond \$ \_\_\_\_\_

Liability Insurance \$ 95.00 see coverage agreement for additional charges

Security (estimate) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Less non-refundable deposit \$ \_\_\_\_\_ 50% of rental rate

Balance due \$ \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ or reservation will be cancelled.