



St. Hugh Parish

7939 West 43rd Street, Lyons, Illinois 60534-1533
www.sthughlyons.org
708.447.3108

Parish Facility Rental Agreement

Name/Group: _____

Address: _____

Date(s) & Time (s) Requested: _____

Phone: _____ Email: _____

Purpose of Rental: _____ Will alcohol be served: _____ Yes _____ NO

Facilities Requested: ___ Keating Hall (___ Kitchen) (___ Stage) ___ Gym Number of People Expected: _____

Keating Hall Rental Fees:

Insurance Required for All Events, unless sponsoring organization holds a Certificate of Insurance and is provided.

Parishioners: \$150 per hour Non Parishioners: \$175 per hour (includes paying parish staff to be on premise)

***** 4 HOUR MINIMUM*****

Use of Kitchen in Keating Hall: additional \$50 for use Use of Stage in Keating Hall: additional \$50 for use

Gym Rental Fees:

Parishioners: \$125 per hour Non Parishioners: \$150 per hour (includes paying parish staff to be on premise)

***** 4 HOUR MINIMUM***** (Locker rooms are not available to be used, only the restrooms.)

Deposit: \$200, will be refunded after final inspection completed day after the event.

ALL RENTALS – 1 hour setup & 1 hour cleanup time is included at no charge.

Additional time is \$50 per hour.

****All Rental Fee Includes Archdiocesan Insurance that is required.****

Keating Hall and Gym availability will be verified by the Parish Office. You will be allowed access to the facility up to one hour before and one hour after to setup and cleanup facility. If more time is needed an additional hourly fee will be assessed. If you require access prior to this, additional fees may be charged.

Payment Schedule

Deposit + 25% due upon reserving a date.

Balance is due 16 days prior to scheduled function.

Rental Fee: _____

Deposit: _____

Other: _____

Total: _____

Please make checks payable to St. Hugh Parish.

Cancellation

Cancellations may be made any time 20 days prior to reserved function date. After this date, 25% of rental fee and deposit will be forfeited.

Facility Attendant:

Staff will be present for entire event. They will be available to provide access to the facility, provide information and direction. They will also oversee and certify cleanup, and assure building lockup-up. The staff will NOT be available to serve, decorate, provide supplies, or be involved in the event. Note, cleaning certification may not be completed until a daylight inspection can be conducted.

Key/Access Control:

Parish Staff will be available to let you in one hour before event to setup and will stay one hour after event to cleanup.

Tables & Chairs

The hall is set with tables and chairs. If you require a different setup, you will need to arrange to set it up and then put it back the way it was prior to your event.

Kitchen

The kitchen is available for your use for an additional fee. All equipment used must be cleaned, as well as the counters, sink and floor in the kitchen. Use of the refrigerator to keep drinks and/or food cold is permissible. But you cannot go in and out of the fridge frequently. Coolers should be used to serve guests from. The freezer is not available for use.

Stage

If stage is rented, you must provide any equipment you will use, and anything that belongs to the parish on the stage must NOT be touched or tampered with.

Decorations:

The use of nails, tacks, scotch tape, staples, pins, etc., is not permitted. Blue painter's tape can be used, and MUST be removed after use. All decorations must be taken down and removed from the facility immediately after an event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, confetti, or similar items is not permitted. Pyrotechnics on the premises are prohibited. If helium balloons are used, they must be secured as they can cause a false fire alarm that the fire department will respond to, and renter will be charged. Balloons are NOT allowed due to the possibility of causing a false fire alarm.

Bands/DJs

Microphones/Audio-Visual Aids/Live entertainment are the responsibility of the event host. We will not provide extension cords etc. Please verify the facility can accommodate what you are planning as it is an older facility, the electrical may not handle extensive equipment. Music should not be heard outside of the building. Please keep in mind you are renting a parish premise, certain music may be inappropriate. If the DJ will be using a light show we need to know ahead of time, as the lights may interfere with our alarm system. The attendant will notify DJ or band 15 minutes to end of rental that it is time for the last song.

Hallways & Classrooms

Hallways and classrooms are not to be played in or used. The hallways are left open as a means to an emergency exit but should not be utilized for the event. Classrooms are NOT to be entered at all.

Doors

Doors must be kept closed. The Parish staff will unlock the doors to the building so there will be no need to prop doors open.

Exits

No portion of any passageway or exit shall be blocked or obstructed in any manner and no exit door shall be locked, blocked or bolted while the facility is in use. All designated exits shall be maintained in such a manner as to be visible at all times.

Phones

It is expected that the renting party will have their cell phones for making and receiving calls during an event. A public phone is not available.

Electricity/Loss of Power

The church facilities do not have generators. If power is lost, we will wait 60-90 minutes to assess if power will be restored if conditions are safe to wait. In the event power is not restored or conditions are unsafe, the rental will end. We will ask everyone to leave and set up an alternate for cleanup.

Heating, Air Conditioning, and Lighting

The staff present control these. Please do not attempt to change them yourself. If you require any adjustments, please contact the staff on premise.

Alcohol

If you plan to serve alcohol you are responsible for ensuring anyone consuming alcohol is of legal age, and that if they are unable to drive you will ensure they do not do so.

Cleanup

Cleanup of the facility is the sole responsibility of the renter, including the outside premises. This includes wiping tables down, removing all trash and placing in the receptacles provided. The Parish will provide addition liners if they are needed. If any trash, such as boxes or other large items will not fit in the receptacles it must be taken out to the dumpster. Boxes must be broken down before they are placed in the dumpster. The hall must be swept or mopped to return it to the condition it was found in. All decorations must be taken down and removed from the facility.

Janitorial Fees:

In the event the renter desires to hire janitorial services, it can be provided by the parish with the approval of the Office Manager. Hall: \$200 Gym: \$100 Kitchen: \$100

Restrictions

- When decorating do not tape anything to the wall that will peel the paint.
- **SMOKING IS NOT PERMITTED!**
- Parking in the lot is available, but if the facility use takes place during Mass or a Funeral that takes precedence.
- Do not leave trash, garbage, bottles, cans, etc.
- Music can be loud, but not heard outside of the building.
- Loitering after the event is not allowed. All patrons must return to their cars and leave the premises after the event.
- St. Hugh is not responsible for any items lost or stolen during your event.

What It Means to be a Parishioner

The people of God are united in bringing the Good News of Jesus Christ to the world. We are for and with each other in Christ, using the means available to us to furthering the Kingdom of God. The Church often refers to this concept as stewardship.

When we join a parish, we enter into a covenant relationship. The covenant depends on the good faith of each part, and is often expressed in the rights and the responsibilities of the members. Thus,

St. Hugh Parish promises to be faithful to the teachings of the Catholic Church by

- *Proclaiming and teaching God's Word.*
- *Celebrating Sacraments with reverence.*
- *Respecting all people.*
- *Providing pastoral care for the Christian faithful.*

St. Hugh Parish expects baptized Catholic members of our parish to be active in the practice of their faith by

- *Participating at Mass on all Sundays and Holy Days.*
- *Imparting the Faith to their children at home and through regular attendance in one of our many Faith Formation Programs.*
- *Contributing a just amount to the financial support of the parish and universal church through use of parish envelopes.*
- *Contributing their time and talent in parish activities and service to the wider community.*

Our obligations to each other are spiritual, social, formational and financial. We take on our rights and obligations with a sense of justice and mercy. All areas are vital to the functioning of the Body of Christ. We are called to be good stewards.

FIRE ALARM

In the facilities, the fire/smoke detectors are laser beams that are near the ceiling. When an object, such as smoke crosses these beams it causes the alarms to go off and the fire department to immediately be dispatched. Because of this, the use of balloons is prohibited. Similarly, objects should not be thrown in the hall. In the gym objects, being thrown up at the ceiling is prohibited. Any cost incurred for a false fire alarm will be charged back to the renter. If the fire equipment is damaged the renter will be required to pay for the repairs. Artificial smoke and dry ice are not allowed as they may activate the fire alarm. If the fire alarm sounds, everyone must evacuate the building immediately. No one may re-enter the building until the fire department has cleared the building.

The Parish assumes no responsibility whatsoever for any property, supplies or equipment placed in or on the facilities by Renter, and the Parish is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons, property, equipment, or supplies that may be sustained during or by reason of the occupancy or use of the facility. Renter shall defend, indemnify, and hold the Parish harmless from and against all claim, loss, expense or damage to any person or property in or upon the facility or any area allocated to or used by Renter or its agents, employees, or invitees, arising out of Renter's use or occupancy of such facility, or any neglect of Renter or its servants, employees, or agents, or any change or alteration made by the Renter to the facility. The indemnification described herein shall pertain to the building and all common areas located around the building on the parish grounds, including, but not limited to, parking lots, driveways, worship areas, kitchen, hall areas, and restrooms.

St. Hugh staff will be present on the premises at all times to ensure compliance and immediately terminate the occupancy of the premises if in their reasonable judgement, the safety of the occupants or the structure is at risk of injury or damage, from any cause whatsoever.

St. Hugh is not responsible for damage or loss of any personal property left by renter and guests on the premises before, during the event, or after. Any property left shall be deemed abandoned and may be disposed off the property without notice and without obligations. Renter shall pay St. Hugh for all expenses incurred in connection with the disposition of such property.

Renter will be required to sign the contract bearing the following conditions at the time to reserve the facility. Renter and guests shall not violate any laws, statutes, or ordinances while on the premises.

Deposit reimbursement will be mailed within one week after the event if there was no damage.

In the event there is any damage, if there is any money to be returned it will be once all damage is assessed.

Total Fee Charged: _____

Paid: _____ (date) _____

Balance: _____ (due) _____

Deposit to be returned to: Name _____ Address: _____ Phone: _____
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I certify that I have read this Agreement and hereby sign it with full understanding and acceptance of my responsibilities as described herein.

Signature of Renter: _____ Date: _____

MASTER CGL POLICY & STATUTORY LIQUOR POLICY
TERM EFFECTIVE 9/13/2013 – 9/13/2014

ARCHDIOCESE OF CHICAGO
SPECIAL EVENT PROGRAM

Coverage provided through "Certain Underwriters at Lloyds, London" - Best's Rating: A (Excellent)

EVENT NOTIFICATION FORM

Please indicate: Binder Request Quote Only

NAME OF PARISH St. Hugh Parish

LOCATION(S) TO BE USED _____

FACILITY ADDRESS 7939 W. 43rd St. Lyons, IL 60534

APPLICANT (RENTER) _____

NAME ADDRESS PHONE #

PARISH CONTACT FOR QUESTIONS & RETURN CONFIRMATION (Name, phone, email, & fax number) _____

Christine Alfred; 708-447-3108; sthughlyons@sbcglobal.net; 708-447-9870

TYPE OF EVENT (give a description, including activities involved, live music or DJ, "approved" amusement devices (ie. inflatable moon bounce, dunk tank) etc.) _____

DATE(S) _____ START TIME _____ END TIME _____ EXPECTED ATTENDANCE _____

WILL THERE BE LIQUOR AT THIS EVENT? YES _____ NO _____

WILL LIQUOR BE SOLD OR INCLUDED IN THE PRICE OF ADMISSION? YES _____ NO _____

WILL INFLATABLE DEVICES BE USED? YES _____ NO _____

IS SET-UP AND/OR TEAR DOWN COVERAGE REQUIRED? YES _____ NO _____

NOTE: The Policy contains Host Liquor Liability; however, if alcoholic beverages will be sold at the event, are included in the price of admission, or provided at a "fund raiser", Statutory Liquor coverage must be purchased.

TO DETERMINE THE POLICY PREMIUMS SEE CHART

GENERAL LIABILITY POLICY PREMIUM: \$ _____

STATUTORY LIQUOR POLICY PREMIUM: (if applicable): \$ _____

OTHER CHARGES: (if applicable): \$ _____

\$ _____ **TOTAL COST**

***PLEASE NOTE:** Includes premium (\$134), MAC fee (\$93 non-refundable), AJG Producer fee (\$40), Wholesaler (RPS) fee (\$11), Policy Deposit Repayment Fee to the Catholic Bishop of Chicago of \$2, plus Surplus Lines Taxes of 3.6% (\$5). In accordance with the Illinois Insurance Code it is required that the insured has full knowledge that he is being charged these fees. The signature below is acknowledgement of said charge.

REQUESTED BY: Christine Alfred

APPROVAL _____ BINDER NUMBER _____ DATE _____
Market Access Authorized Signature

IMPORTANT "Binder Request" must be "Approved" by Market Access before coverage is effective

Provide through the facilities of:
MARKET ACCESS CORPORATION
(847) 221-2100 Phone

Complete and Fax to (847) 221 – 2520 or Email to archchicago@marketaccesscorp.com

ARCHDIOCESE OF CHICAGO

SPECIAL EVENT INSURANCE PROGRAM RATE FORM

\$2,000,000 PER EVENT AGGREGATE/\$1,000,000 OCCURRENCE

Coverage provided through "Certain Underwriters at Lloyds, London"- Best's Rating: A (Excellent)

HOW IT WORKS.....

1) Select the event's classification from the following:

2) **CLASS A -** Banquets, Beauty Pageants, Bingo's, Graduations, Hikes, Marathons, Meetings (Business, Civic, Club, Lectures, Religious, Seminars), Shows (other than Concerts), Walk-a-thons

CLASS B - Social Gatherings, Dances, Parties (Anniversary, Birthday, Graduation), Picnics, Religious, Retirement, Reunions, Weddings, etc.

REFERRALS - (The following events require individual underwriting and pricing):
Concerts, Fairs, Festivals, Fund Raisers Parades, Political Meetings
Rallies, Recitals (Dance/Music) Sporting Events and any events not shown above.

3) Determine the Premium from the following chart:

NOTE: The Policy contains Host Liquor Liability; however, if alcoholic beverages will be sold at the event, are included in the price of admission, or provided at a "fund raiser", Statutory Liquor coverage must be purchased. (Subject to purchase of the Special Event Policy).

<u>General Liability Policy</u>			
1 - 499	CLASSES A & B	\$ 285	Per Day *
500 - 999	CLASS A	\$ 315	Per Day
500 - 999	CLASS B	\$ 375	Per Day
OVER 1000 & REFER GROUP		SUBMIT FOR QUOTE	

OTHER CHARGES: \$52 per day: Set Up & Tear Down and/or "Approved" Amusement Devices (inflatables, moon bounces, dunk tanks, etc.) \$52 (each)

<u>Statutory Liquor Policy</u>			
1 - 500	CLASSES A & B	\$ 250	Per Day **
OVER 501 & REFER GROUP		SUBMIT FOR QUOTE	

***PLEASE NOTE:** Includes premium (\$134), MAC fee (\$93 non-refundable), AJG Producer fee (\$40), Wholesaler (RPS) fee (\$11), Policy Deposit Repayment Fee to the Catholic Bishop of Chicago of \$2, plus Surplus Lines Taxes of 3.6% (\$5).

** Includes premium (\$116), MAC fee (\$85 non-refundable), AJG Producer fee (\$40), and Wholesaler (RPS) fee (\$9).

In accordance with the Illinois Insurance Code it is required that the insured has full knowledge that he is being charged these fees. The signature below is acknowledgement of said charge.

REQUESTED BY: _____

4) Complete the Event Notification Form and Fax to Market Access @ 847-221-2520 or email to archchicago@marketaccesscorp.com

If you have any questions please call Market Access at 847-221-2100

IMPORTANT: The coverage must be "Approved" by Market Access before it is effective. Depending on the event, some coverage restrictions may apply (SEE MASTER POLICY).

Provide through the facilities of.

MARKET ACCESS
50 N. Brockway, Suite 3-2
Palatine, IL 60067
(847) 221-2100 Phone
(847) 221-2520 Fax

Archdiocese-EZ 9/13/2013-14
(Terrorism option included)

**CATHOLIC BISHOP OF CHICAGO, A CORPORATION SOLE
Insurance and Hold Harmless Agreement**

Facility User:	Date of Use:
Parish Name: St. Hugh Parish	
Parish Address: 7939 W. 43rd St.	Lyons, IL 60534
Contact Person: Christine Alfred	Telephone: (708) 447-3108

The facility user agrees to the extent allowed by law to protect, indemnify, save, and keep harmless the Catholic Bishop of Chicago, a Corporation Sole and St. Hugh Parish against and from any and all loss, cost, damage, or expense arising out of or from any accident or other occurrence on or about said premises as a result of, incident to, occasioned by, or during the user's use, causing injury to person or property whomsoever and whatsoever; and will protect, indemnify, save, and keep harmless the above mentioned parties from any and all claims, costs, or expense arising out of any failure to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance.

The user agrees to provide evidence of Commercial General Liability insurance with a minimum policy of \$1,000,000 per occurrence. The user agrees to name the Catholic Bishop of Chicago, a Corporation Sole, and St. Hugh Parish as additional insureds. A certificate of insurance evidencing this should accompany this agreement. Failure to provide the evidence does not absolve the user of the obligation to procure this insurance. I agree to pay the associate premium for the required coverage and understand that the coverage may be cancelled for non-payment.

If alcohol (beer or wine) is to be served/sold, the certificate must evidence Host Liquor Liability/Dram Shop coverage. User will also obtain and pay for a liquor license. Hard liquor, spirits, and controlled substances will not be sold, served, or consumed on the premises.

The user acknowledges the facility has been demised out to him/her and the owner has no management, direction, or control over the event. The user is responsible for providing security services if required. The user will comply with all federal, state, and local laws, ordinances, regulations, and assumes responsibility for any violations. The user agrees to cooperate in any investigations or legal proceedings as required.

Date

Signed (Authorized Representative User)