



ST. JOAN *of* ARC

ROMAN CATHOLIC CHURCH

3801 E Greenway Road, Phoenix, AZ 85032 ...www.stjoanofarc.com... 602-867-9171

Rental Agreement

Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Event Type: _____ Event Date : _____ Event Hours: _____ Guests: _____ Alcohol: _____

Method of Payment: Credit: _____ Check: # _____ Cash: _____

Schedule of Fees:

ROOM / HALL	IN PARISH FEE	NON PARISH	# OF	SUBTOTAL
WEIDNER HALL HOURLY*	\$250.00/hr	\$300.00/hr		
WEIDNER HALL DAY RATE	\$1600.00/day	\$2000.00/day		
WEIDNER HALL+KITCHEN	\$1900.00/day	\$2200.00/day		
SANTA MARIA HALL HOURLY*	\$200.00/hr.	\$250.00/hr.		
SANTA MARIA HALL DAY	\$1300.00/day	\$1500.00/day		
SANTA MARIA HALL+KITCHEN	\$1600.00/day	\$1800.00/day		
RAMADA HOURLY*	\$150.00/hr.	\$200.00/hr.		
RAMADA DAY RATE	\$750.00/day	\$900.00/day		
RAMADA+KITCHEN	\$900.00/day	\$1000.00/day		
SECURITY OFFICER	\$65.00/hr.	\$65.00/hr.		
LINENS	\$8/each	\$8/each		
OPTIONALS / EXTRAS				
LIABILITY INSURANCE	\$95.00	\$95.00		95
SECURITY DEPOSIT	\$200.00	\$200.00	-	200
Total				
Amount Received at Signing				
Balance Due				
Additional Payments			Date:	
Balance Due				
Final Payment			Date:	

*Hourly Rates are good for only 3 hours; Day Rate applies for all events lasting 4 or more hours.
 Standard tables, chairs, garbage receptacles are all included in the hall rental fees.
 Tables and chairs may be rented for an off-site event. Please inquire with SJA Staff.
 Optional items may include dishware, cutlery, projectors, etc.

A. Facility Rental Terms and Conditions:

1. To reserve a particular date, the interested party (renter) must complete a Rental Agreement Form and submit a \$200.00 security deposit and a \$95.00 fee to cover the cost of a one-time liability insurance policy.
2. All fees are due 30 days prior to the scheduled event.
3. If reservation is made less than 14 days prior to the event all fees and deposits are to be paid immediately.
4. A walk through the property will take place with a St. Joan of Arc Staff member, before signing contract.
5. Cancellation of any event by the renter less than 30 days prior to the event will result in the forfeiture of the security deposit.

B. Security Deposit

1. A security deposit of \$200.00 is due and payable at the time a Rental Agreement is submitted.
2. Deposits will be refunded within 14 days providing there are no damages or additional fees. St. Joan of Arc Parish reserves the right to bill and be paid by the renter for any damages not covered by the security deposit.
3. Some rental agreements may require an additional security deposit.

C. Maintenance Services

1. St. Joan of Arc Parish will provide one custodial person for 4 hours per day rental; hours to be determined at the time of rental, to include two hours at the end of the event to assist in the clean-up and tear down.
2. Maintenance fees are included in the rental costs and are paid directly to the maintenance person.
3. Some events may require additional staff depending on the size and nature of the event; the additional cost will be added to the cost of the rental.

D. Security Officer(s)

1. Security Officers are required at any event when alcohol will be served or at any event when considered necessary by the parish rental agent.
2. Security officers are contracted by St. Joan of Arc Parish to protect the interests of the parish as well as the safety and welfare of all parties involved.
3. One officer is required per 100 guests per event.
4. Security officer fees are in addition to rental costs.
5. Security officers have the sole authority to terminate an event when he/she feels the actions, level, and tone of an event exceed acceptable limits and/or violate federal, state, or local laws.
6. In the event that an event is terminated all security money will be forfeited.

E. Insurance Requirements

1. Special event liability insurance is required for all special events.
2. Groups or organizations may provide proof of insurance through a "Certificate of Insurance" naming St. Joan of Arc Parish as additional insured.
3. Unless individuals or organizations have their own liability insurance coverage, renters are required to purchase a one-time liability insurance policy through St. Joan of Arc Parish. Insurance is provided by Catholic Mutual Insurance Group. Insurance coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event.
4. Insurance fee through Catholic Mutual Insurance Group is \$95.00 and is not included in the room rental costs.

F. Parking and Facility Requirements

1. Parking is available on the St. Joan of Arc property on the day of the event.
2. Handicapped zone regulations shall be observed at all times.
3. No driving or parking is permitted on sidewalks.
4. No parking is permitted in the fire lanes, posted areas or on Greenway Road.
5. St. Joan of Arc is a non-smoking facility. Smoking is permitted only in designated areas outside.
6. Renters may not restrict St. Joan of Arc staff, clergy, or its representatives from the premises at any time before, during or after an event.
7. Renters accept the premises in its condition at the time and date of the rental subject to all defects therein, whether concealed or otherwise, whether known to St. Joan of Arc or not.
8. No **equipment or furnishings** belonging to St. Joan of Arc is to be removed from any facility at any time.
9. Some equipment may be available for use upon request and at additional cost.
10. St. Joan of Arc Parish **IS NOT RESPONSIBLE** for lost, stolen or damaged items.

G. Alcoholic Beverages

1. Use of alcoholic beverages must be disclosed upon request of facility and must comply with all local, state and federal laws. Alcoholic beverages are prohibited when the event is in honor of a minor, including but not limited to birthdays, Quinceaneras and graduations.
2. All alcoholic beverages must be served by a bar tender who carries liability insurance.
3. In the event that a minor is observed consuming alcohol at an event, at the discretion of the police officer, the event will be terminated immediately and the renter will forfeit the security deposit.
4. Security officers will impose any applicable actions or fines associated with alcohol abuse.

H. Decorations

1. Renters are to remove all decorations at the end of an event.
2. All tables are to be covered throughout the event.
3. Electric cords or extension cords are to be secured to the floor with duct tape.
4. Scotch tape, masking tape or duct tape is not permitted on the walls. Blue painters tape is recommended.
5. Renters may not use any material that could damage the integrity of any wall, ceiling or floor. Included but not limited to nails, screws or pins.

I. Applicable Laws

1. All guests are to conform to a basic sense of decorum and values consistent with the use of church property and basic community moral standards.
2. The renter agrees to comply with all laws, ordinances, and rules of St. Joan of Arc, the Diocese of Phoenix, the City of Phoenix, the State of Arizona, and the United States. This includes but is not limited to:
 - a. Illegal drugs
 - b. Controlled substances
 - c. Weapons
 - d. Fireworks
 - e. Highly flammable materials

J. Guest Liability

1. Renter assumes full responsibility for the conduct of their staff, guests, volunteers and vendors involved in the contracted event.

2. Renters and guests are restricted to the facility rented.
3. Renter agrees to release and forever discharge St. Joan of Arc Parish, the Diocese of Phoenix, and its members from any and all claims, liabilities, and damages of every kind and nature that may in any way be occasioned by the use and occupancy of the premises and at all times indemnify and hold St. Joan of Arc Parish, the Diocese of Phoenix, and its members harmless from any claims, liabilities, and damages occasioned by the use and occupancy of the premises.

K. Additional Responsibilities

1. Waiver of any provisions of this agreement, or breach thereof by the Parish, shall not constitute a waiver of any other terms, conditions, or covenant provided herein.
2. Should St. Joan of Arc Parish and the Renter agree to terms other than stated herein, that agreement will be so written and attached.

I have read the above and fully understand and agree to the costs, terms and conditions and fully understand the obligations as set forth in this document.

Renter's Signature _____ *Date* _____
Staff Signature: _____ *Date* _____