

OUR LADY of LORETTO COMMUNITY HALL
279 St. Elizabeth St.
Loretto, PA 15940

Rental Fees and Conditions

This agreement entered today, _____(date), by and between Our Lady of Loretto
Community Hall and _____, hereinafter called respectively
Lessor and Lessee.

Lessee: _____

Address: _____

Home Phone#: _____ Work/Cell Phone# _____

1. Reservations for **Our Lady of Loretto Community Hall** must be made with the Event Hall Manager.
2. Payment will need to be made payable to **Our Lady of Loretto Community Hall**.
3. **Our Lady of Loretto Community Hall** rental is \$1,150.00. Rental fee includes use of the hall for five (5) hours, air conditioning, heating, furniture and table set-up; hall clean up. A discount of \$100.00 is available to all registered parish members adhering to the precepts of the church.
 - a. \$350.00 reservation deposit is required to secure the date and time of your event.
 - b. \$800.00 must be paid 60 days prior to rental date.
 - c. Tables are to be cleared and garbage to be stacked.
 - d. \$250.00 per hour is incurred if an extension time is needed above the maximum five (5) hours per event. Payment will need to be made for **extension, 10 days prior to event**. An extension is at the sole discretion of management.
 - e. Guests shall depart the premises 30 minutes immediately following the primary rental period.
4. Lessees are responsible for purchasing Liability Insurance and abiding by the Special Event Lease Agreement from the Diocese.
5. The following caterers are also available: St. Francis University catering service, Cresson Springs Restaurant: Rt. 53 Diner: or All Occasions.
6. Lessees will provide bartenders. Lessees are responsible for paying for all alcoholic beverages. Only tap beer and pre-mixed drinks are permitted. No one under the legal age of 21 will be permitted to have alcoholic beverages.
7. Our Lady of Loretto Community Hall will be available the morning of the event for decorating.
 - a. Lessee may pay an additional \$200.00 to have decorating done for them.
 - b. Certain restrictions apply - lessee provides all decorations – lessee will choose from table layouts provided by the Hall Manager.
 - c. Only Velcro and 3M Hooks are allowed. Nothing shall be attached to ceiling tiles and walls.
8. Any damage, destruction or theft during the time covered by the rental agreement will be the sole responsibility of the Lessee.
9. If legal action takes place or must be instituted by Lessor, Lessee agrees to pay all costs, expenses and to pay all attorney fees, as the court may affix.
10. **Tuesday and Friday nights** are reserved for bingo at Our Lady of Loretto Community Hall so therefore; the hall cannot be rented on either of those nights.
11. **NO SMOKING** in Lobby or Rest Rooms.

Signature of Renter: _____

Date: _____

Rec'd from _____

Amount _____

Check # _____

Signature of Event Hall Manager: _____

Date: _____

DATE OF EVENT _____