

ST. HELENA'S R.C CHURCH
602 PHILADELPHIA PIKE
WILMINGTON, DE 19809
PHONE: (302) 764-0325, EXT 100

HALL RENTAL

St. Helena's R.C. Church, a Delaware Corporation, Hereinafter called Lessor, does hereby rent, lease and let the use of the social hall known as () **MASCI HALL** or () **DOUGHERTY HALL** to _____, Lessee, for a period beginning no earlier than _____ AM/PM and no later than _____ AM/PM on the day of _____, 20____. (with the premises to be completely vacated of all persons and their equipment)

There will be a minimum rental charge of 4 hours for either hall, and an additional fee for each additional hour over the minimum of 4 hours, of \$50.00 per hour for Masci Hall and \$25 for Dougherty Hall. Lessor may grant a 20% discount of the rental fee to Parishioners of St. Helena's R.C. Church.

- With the use of the rental hall known as Dougherty Hall, the rental charge shall be the sum of \$200.00. In the use of either hall, the Lessor shall require a security deposit of \$200.00 to cover any damages or if the hall is not adequately cleaned after the event. There will be no set-up fee.

With the use of the rental hall known as Masci Hall, the rental charge shall be the sum of \$300.00 plus an additional \$50.00 fee for the use of the kitchen/bar. Lessee will be responsible for the clean up of the kitchen facilities.

- With the use of the rental hall known as Masci Hall, the rental charge shall be the sum of \$300.00. In the use of either hall, the Lessor shall require a security deposit of \$200.00 to cover any damages or if the hall is not adequately cleaned after the event. There will be no set-up fee.

The Lessee covenants and agrees for himself, and/or as an authorized agent of the organization, family or other entity, for whose benefit the premises are leased or who actually use them, to assume, all liability for any and all personal injuries to guests, visitors or other occupants of the premises. Lessee further assumes all liability and responsibility for all damages, breakage and other impairment to the hall and its surrounding area which may occur from any cause whatsoever, during the use or occupancy of the said Hall by Lessee and Lessee hereby specifically assumes responsibility for all monetary losses. The Lessee agrees to maintain order at all times upon the demised premises and to be responsible that all guests, visitors and occupants thereof shall conduct themselves in a fitting and proper manner and shall not engage in any illegal, improper, immodest, or other offensive activities. The Lessor reserves the right to cancel any and all leases at any time.

The Lessor shall be the sole judge, through the discretion of its representatives, of whether or not a violation of the above has occurred. In the event of a violation, the Lessor shall have the full right and authority to terminate this lease immediately, and to remove any and all occupants from the premises by all legal means. In the event Lessor terminates this lease due to this violation by the Lessee, then Lessor

may remove the occupants from the respective Hall by any and all legal means and without any liability upon the Lessor for any consequences thereof.

The use of the above Halls is not permitted to any group or organization whose mission is contrary to the teachings of the Roman Catholic Church and the Lessor reserves the right to disallow any group that it believes meets this criteria.

If the event is for a non parish related event and alcohol will be served either directly or indirectly as part of that fund raiser, the Lessee must obtain a day event gathering license from the Delaware Alcohol Control Board (302-577-3200 or 302-577-5212) and present that approved request no later than 72 hours prior to the event. It is further encouraged by the Lessor that an ABC qualified person serve those alcoholic beverages (free courses provided by the Delaware ABC, call 302-577-5208) to mitigate the Lessee's liability. The Lessee is not permitted to use the gathering license held by the Parish unless the planned event is solely for the benefit of the St Helena's Parish.

Additionally, the Lessee agrees to the terms and conditions of use of premises and set up/clean up check list provided as an attachment to this agreement (attachment A)

The masculine singular as used herein shall include all manner of persons, individuals and corporate, singular and plural.

In witness whereof, the said Lessor and Lessee have hereunto set their hands in agreement this _____ day of _____, 20_____.

LESSEE:

_____(SEAL)

BY:

Individually and as it's authorized Member

Address:_____

Phone # _____

e-mail _____

LESSOR:

ST HELENA'S R.C. CHURCH

_____(SEAL)

BY:

Attachment A – rules and guideline for use of premise (Masci and / or Dougherty Hall)

- **NO SMOKING at any time in either Masci or Dougherty Hall**
- **Chairs and tables will be provided as part of the set up. It is the responsibility of the Lessee to set up and break down the tables and chairs and return them to their original positions/location**
- **All trash will be cleaned up after the event by the Lessee. The Parish will supply trash bags and receptacles. Dumpsters' are located at the back of Dougherty Hall.**
- **Parking lot must be cleaned up and in good order**
- **Lessee will ensure that all lights are turned off after the event**
- **Lessee will ensure that kitchen appliances and lights must be turned off after the event**
- **Lessee will ensure that all access and egress doors are secured and locked after the event**
- **Lessee will be ultimately responsible for the actions of their guests while they are on the St Helena's property during the event. This include vandalism, property damage, etc.**
- **Lessee and guests will be respectful of the surrounding neighbors**
- **The Parish at its discretion may elect to have one of it designates attend the event in order to assist with the event**

LESSEE:

_____ (SEAL)

BY:

Individually and as it's authorized
Member