

HALL RENTAL FEES & Notes

There are five Catholic Parishes in Noble county (June 2018). When discussing member of the 4 or other three parishes, it means the parishes of: Corpus Christi, St Stephen, St Michael & St Mary Immaculate Conception. St Henry's is not under these rules and regulations.

Parishioner equals:

- Homebound or Active member on the Office Books who regularly attends Mass and financially supports the church.
- Participates in Parish or Membership Fund Raising Events

Immaculate Conception & St Michael halls are NOT RENTED TO NON-PARISHIONERS Exceptions to this norm, may be granted with Permission of Pastor and Pastoral Council. *May be rented to Former parishioners of IC/SM and Parishioners of the other three Parishes of Noble County, IC/SM Parishioners do have first options on dates.*

CWC's do not and will not cater any events.

All Parish Halls

Funerals & Parish Sanctioned Benefits No Charge

Corpus Christi NO ALCOHOL ALLOWED
 For Parishioners \$25.00
 Parishioner of other 3 Parishes \$50.00
 Non-Parishioners \$75.00

Saint Stephen NO ALCOHOL ALLOWED
 For Parishioners \$50.00
 Parishioner of other 3 Parishes \$75.00
 For Non-Parishioners \$100.00

Saint Michael Parishioners
 Hall Rental \$50.00
 Weddings \$100.00
 Shelter (Parishioners only) No Charge

Former Parishioners & other 3 Parishes

Hall Rental \$75.00
 Security Deposit \$100.00
 Wedding \$150.00
 Security Deposit \$200.00

Immaculate Conception Parishioners

Hall Rental \$50.00
 Weddings \$100.00

Parishioners of other 3 Parishes

Hall Rental \$100.00
 Security Deposit \$150.00
 Wedding \$150.00
 Security Deposit \$250.00

CLEAN UP CHECK LIST: CC, SM & SS (IC Below)

The Hall is to be as Clean and should be Cleaner then when one had entered. Items that must be checked and completed are:

- ◆ Clean kitchen & all bathrooms, taking trash to Dumpster or Trash collection area.
- ◆ Sweep and Mop Floor.
- ◆ Pickup all trash: Inside and Outside, especially cigarette butts
- ◆ Turn off all lights and check sinks and commodes to make sure that the water is not running.

Hall	Rental Cost
Corpus Christi	
Immaculate Conception	
Saint Michael	
Saint Stephen	
Hall Rental Check	Make check out to Parish renting from \$ _____
Security Deposit	Make check out to Parish renting from \$ _____
Use of Alcohol Check	Make check out to Diocese of Steubenville \$ _____

CLEAN UP CHECK LIST: FULDA

- Wash all counter tops with hot soapy water.
- Wash and clean top of stove surface.
- Empty refrigerator of all food and clean inside. Wash outside of refrigerator and shine with cloth.
- Wash and put away all kettles, coffee pots and beverage coolers. Make sure correct parts are put inside coffee pots.
- When cleanup is complete, scour all sinks. Cleanser is in cupboard below sinks.
- Bathrooms are to be thoroughly cleaned. Remove all trash. Clean all toilets; tank and seats are to be washed. Replace empty toilet paper rolls. Clean sink and mirror.
- Sweep hall floor and spot mop all necessary spots. Mop hall floor using only Perphect Cleanser—2 oz./gallon for hardwood floors. Cleanser is in bottom left cupboard below sinks. It may take more than one mopping depending on type of party to clean the floor. Scuff marks to be removed from floor using BAKING SODA on a damp cloth and rubbing. Then use a clean mop head and CLEAR HOT WATER for a final rinse. This will restore the shine to the floor, make sure mop heads are cleaned before you put them away. Make sure floor mats are taken outside and swept. The floor also needs mopped under mats. Kitchen floor is to be swept, and spot mop all necessary spots. Kitchen floor is to be mopped with CLEAR HOT

- WATER. NO DETERGENT. Do not use same mop as used on hall floor, use butterfly sponge mop (located outside kitchen doors with broom and dustpan. Be sure to mop under stove and refrigerator.)
- Close all windows and turn off all fans and vents.
- It is the responsibility of the renter to take dish cloths home and wash. They are to be folded and put back in cupboard. Do not leave towels sitting on workbench.
- Tables and chairs need to be cleaned and stacked away.
- All roasters are to be returned. Place liner, rack and lid in each and put in storage rack. Any extra roasters are to be stored in the basement kitchen cupboard.
- Walk entire church grounds and pick up all trash. Make sure there are no cigarette butts lying on the grounds.
- Sweep and mop both sets of basement steps.
- Basement must be swept and any spills mopped up and everything put away.
- Make sure trash is inside dumpster. If bags are left sitting on the ground, animals will get into them. If this happens it is the renter's responsibility to clean up the mess. You will be called upon to do this.
- When hall is cleaned, call and make arrangements to obtain your deposit check which will be returned. You maybe asked to correct any unfinished cleaning.

I have read the conditions of this rental agreement. I agree to the terms and conditions of this agreement. I agree to have the premises clean within 24 hours after the event.

SIGNED: _____ DATE: _____

LIQUOR LIABILITY APPLICATION

This document must be filled out and send with the application on the back.

- Named Insured as it is to appear on policy: _____
Telephone Number: (____) _____ Fax Number: (____) _____
- Name Liquor License is in: _____ Class of License: _____
- Liquor License Number: _____
- Is coverage for a specific event? Yes No If yes, explain what kind of event, where event will be held and date of event(s): _____
- Opening and closing hours of event(s) (for each event): _____
- Opening and closing hours of alcoholic beverage sales for each event. (Must cease a minimum of 1/2 hour before event closing): _____
- Has applicant's alcohol beverage license ever been revoked, suspended or fined? Yes No
If yes, please explain: _____
- Has applicant incurred claims for liquor liability during the last three years? Yes No
If yes, please explain: _____
- Has any insurer cancelled or non-renewed coverage during the last three years? Yes No
If yes, please explain: _____
- Type of alcohol beverages sold: _____ What profit: _____

11. Annual Gross Sales:

Event	Alcoholic Beverage Sales	Food	Sales
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

- Are patrons allowed to carry alcoholic beverages onto the premises?
If yes, what type? _____ Yes No
- Do you maintain security personnel at event entry check points?
If yes, what type? _____ Yes No
- Do they exercise the right of search and seizure of contraband items?
If yes, how do they notify the public of this? _____ Yes No
- Are the alcohol sales and consumption contained by fencing within one fixed site or are booths/stands located throughout the event site (at each event)?
If site is completely enclosed, are minors allowed to enter? _____ Yes No

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SPECIAL EVENTS AND LIQUOR LIABILITY

The cost for a special events application will be \$95 per event. In order to ensure coverage is in place at the time of the event, the application needs to be received in the Chancery at least 15 days prior to the event date. The current form can be found on our website: <http://www.diosteub.org/Buildings---Property>

If alcohol is being served at the event, additional liquor liability coverage may be required:

- If alcohol is being sold
- If alcohol is being furnished as part of an admission ticket. For example, if the event is having a wine tasting fundraiser and the ticket price includes a number of wine tastings.
- If a bartender is not present to serve the alcohol.

- Are the servers professional (two years bartending experience or more)? Yes No
Are the servers non-professional (less than 2 years or no bartending experience)? Yes No
Explain: _____
- Name the formal awareness training program that the servers receive: _____
- At what point of sale are I.D.'s checked? _____ Yes No
- Are rules and regulations clearly displayed for patrons' viewing? Yes No
Explain: _____
- In what size container is the alcoholic beverage served at each event? Cup _____ oz. Pitcher Other _____
- Can patrons purchase more than two alcoholic beverages at one time? Yes No
If yes, please explain: _____
- Is there any type of designated driver program in effect? Yes No
Explain: _____
- Is there any other Liquor Liability coverage being provided? Yes No
If yes, explain and attach a copy of the certificate of insurance: _____
- Liability limits requested \$ _____ (per occurrence) \$ _____ (aggregate)

I understand that the insurance company in determining whether to provide a quotation for insurance coverage will rely on the information contained in the application and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

Applicant's Signature _____ Producer's Signature (if applicable) _____
Applicant's Name (print) _____ Producer's Name (print) _____
Date (MM/DD/YY) _____ Date (MM/DD/YY) _____

- If a caterer is providing the alcohol and serving it, additional coverage is not required.

The cost for additional liquor liability coverage is an additional \$100 plus the \$95 special event application. The application for liquor liability coverage can also be found on our website: <http://www.diosteub.org/Buildings---Property>

If Liquor Liability Coverage is not purchased and an alcohol related claim results, the claim will be excluded if it is determined that additional coverage should have been purchased.

If you are not sure if your event will require additional coverage, please contact Shannon at shughes@diosteub.org or 740-282-3631 ext. 336 for a determination.

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

DIOCESE OF STEUBENVILLE - 0822
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.

Coverage underwritten by **Nationwide Mutual Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$95 Per Event

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution: _____

Date of Event: _____

Street (Physical) Address (NO P.O. BOXES): _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

City/State: _____ ZIP Code: _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

Time of Event: From _____ To _____

Approx. Number of Participants: _____

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Is Food Being Served? _____
Yes _____ No _____

Name: _____

Is Liquor Being Served? _____
Yes _____ No _____

Street Address: _____

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

City/State: _____ ZIP Code: _____

Does this event require the additional coverage? _____ Yes _____ No

Telephone: _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

**MAKE CHECK PAYABLE TO:
DIOCESE OF STEUBENVILLE**

RETURN WITH FORM TO:

Diocese of Steubenville
P.O. Box 969
Steubenville, OH 43952

X Pastor's Signature: _____

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

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