

**ST CLARE PARISH HALL**  
**HOURLY RENTAL FEES**  
**\$100 / HR PLUS \$100 REFUNDABLE DEPOSIT**  
**(4 HOURS MINIMUM / \$75.00 EACH ADDITIONAL HOUR)**  
**(CLEANING IS INCLUDED)**  
**NO ALCOHOL IS ALLOWED**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

The St. Clare Hall is used for **RECEPTIONS ONLY**. We do not permit civil weddings/ceremonies and/or Quinceañera blessings, religious services of any kind, nor political events. These types of functions **ARE NOT ALLOWED** in the hall or on the outside premises by any clergy, deacon, minister, nun/brother, religious congregation, lay minister, judge or JP.

The Renter is responsible for setting up the tables and chairs. No members of Friends of St. Clare are responsible for any setup or take down of decorations, tables or chairs. All tables must be lifted and moved into place. **DO NOT DRAG TABLES**

**Decoration** will be on the same day of your event. **NO EXCEPTIONS**. Decorations are permitted with the use of painter's tape **ONLY**. Nails, tacks, screws, staples scotch tape, or command strips **ARE NOT ALLOWED**. No masking or duct tape of any kinds is permitted for use on the floors or walls. Tables are round and seat up to 8. If you have any concerns about decoration, consult a hall manager before your event. By signing this contract, you acknowledge that you are aware of the rules that govern the use of the hall.

**The Renter has 30 minutes prior to event for decoration.**

**Additional time** for decoration is not factored into the rental time. If you feel you need additional time to set up for your function, you can pay for the additional hour at a rate of \$50.00. This fee will need to be paid prior to your function. Function will need to begin wrapping up 30 minutes prior to events closing time. **Initials:** \_\_\_\_\_

**No cooking** or warming of food is allowed on the stove in the hall kitchen. Kitchen area is used to warm and serve prepared food only with caterer's electrical pans (crock pots), **use of gas is not permitted.**

**Fire Exits** are to remain clear. Do not block fire exits. Keep area around the Fire Exits free and clear of equipment, tables, decorations, etc. This is for the safety of everyone in the event of a fire. Failure to comply will result in the loss of your deposit and termination of your event.

**Alcoholic Beverages:** No alcoholic beverages may be consumed in or outside the hall or on the premises during or after the event.

If anyone in your party is consuming alcohol in the hall or outside on the premises, Friends of St. Clare have the right to call the City of San Antonio Police and immediately terminate this function. **NO EXCEPTIONS / NO REFUND WILL BE GIVEN.** Per City of San Antonio ordinance, a video camera has been installed in the hall. This camera is placed for the protection of both the renter and the lessee. **Initials:** \_\_\_\_\_

**USE OF A BOUNCE CASTLE INSIDE OR OUTSIDE THE HALL IS NOT PERMITTED!**

**NO SMOKING** is allowed in the Parish Hall. Smoking is permitted outside the hall. Any child under the age of 18 must be accompanied by an adult when outside or on the premises of the parish hall.

**USE OF MASKS IN THE HALL IS SOLEY THE DECISION OF THE RENTER.**

Renters shall not conduct or permit to be conducted on the leased premises any activity or event which violates the law, constitutes a nuisance or hazard or any conduct of lewd or distasteful behavior.

**Archdiocese of San Antonio Official Statement**

Parish facilities shall not be used for any purpose or event which could be considered immoral or not in conformity with the teachings and beliefs of the Holy Roman Catholic Church. All events at any parish facilities are subject to the religious, moral and ethical principles and directives of the Archdiocese of San Antonio.

**Initials:** \_\_\_\_\_

The Pastor of St. Clare Church and Friends of St. Clare will be the ultimate arbiters of what is and is not consistent with the teachings and beliefs of the Holy Roman Catholic Church and the Archdiocese of San Antonio. Any activity on the premises deemed offensive or contrary to those principles by the Pastor of St. Clare Church shall not be allowed and any contracts for use of such facility shall become null and void, The Pastor and Friends of St. Clare reserve the right to cancel any event, up to and including the day of the event, should he deem that the event is contrary to or in conflict with the teachings and beliefs of the Holy Roman Catholic Church and the Archdiocese of San Antonio. Additionally, the Parish does not allow civil weddings/ceremonies on its premises.

It is the renter's responsibility to communicate to all parties of their event the terms of this contract. Any violation of the terms of this contract will result in the forfeit of renter's deposit.

This agreement is between St. Clare Catholic Church (lessor) and \_\_\_\_\_(renters) is agreed on and executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

OWNERS/Agent

Signature\_\_\_\_\_Date\_\_\_\_\_

Renters

Signature\_\_\_\_\_Date\_\_\_\_\_

The terms of this contract have been read. A copy of this contract was received

\_\_\_\_\_