

Effective April 16, 2008

## Our Lady of Lebanon Shaker Hall rental agreement

The OLL Shaker Hall can host a variety of special events for Our Lady of Lebanon parishioners such as; Anniversaries, Graduations, Engagements, Bridal and Baby showers, Meetings, Mercy Meals and Family Gatherings. Please contact us with your special needs. (Hall will not be available before 2:00 pm on Sundays and Holidays; Hall will not be available after midnight except with prior agreement at time of rental). All agreements are subject to Hall availability.

### Fees Schedule

#### **Package 1: Hall Rental Only :**

*\$500 Refundable Deposit with signed contract*

\$150/Hr Hall rental fee (4 Hours minimum) up to 50 people with a minimum charge of \$600.00

\$ 200/Hr Hall rental fee (4 Hours minimum) more than 50 and up to 100 people

\$ 250/Hr Hall rental fee (4 Hours minimum) more than 100 less than 250 people

\_\_\_ Add \$50/Hr for casual use of kitchen.

\_\_\_ Add \$25 for each coffee pot.

\_\_\_ Add \$5/person for use of Church plates, silverware and cloth napkin.

\_\_\_ Add \$5/table for table cloth cover & linen skirt for food table (cloth napkin not included)

\_\_\_ Add \$20/Hr for each bartender, if required (tips remain with bartender)

\_\_\_ Add \$20/Hr for each waitress, if required

Bar: All soft drinks will be offered and served by the Church at preset prices.

All approved Caterers must present their own food insurance (to be discussed at time of rental)

Hall & kitchen must be cleaned completely otherwise \$300 cleaning charges will be deducted from security deposit. Open bar only (BYOB) to be discussed at time of rental.

#### **Package 2: Hall Rental - Food Catered by outside firms (100-person minimum)**

*\$750 Refundable Deposit with signed contract*

\$20 / Person with a minimum charge of \$2,000.00

Includes the use of Church Plates, Silverware and cloth napkin

Includes table cloth cover, napkins & Linen Skirt for food table

Includes use of kitchen to heat catered food

Includes 1 Bartender per 100 persons (tips remain with Bartender)

Includes 3 waitresses per 100 persons

Add 15% Gratuity

Bar: same as package one.

Must present pre-approved caterer food insurance

All Caterers MUST be pre-approved by the Our Lady of Lebanon Shaker Hall Management at time of Rental.

Security: Party over 100 persons must pay for a Lombard off duty police for security and/or traffic enforcement (to be discussed at time of Rental).

Payment: Fifty percent (50%) of the estimated cost must be paid fifteen (15) days prior to the event (no exceptions). Balance MUST be paid prior to the event date.

Reservations: For reservations and additional information, please contact the Church office, Mr. Tom Podraza @ (630) 932-9640 between 11:30 am and 2:30 pm weekdays or fax @ 630-932-9463.

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## Our Lady of Lebanon Shaker Hall Contract:

1. This contract is based on Shaker Hall Package #'s listed below.
2. All functions must end at the time stipulated below. Our Lady of Lebanon Shaker Hall Management is not responsible for lost and/or damaged articles brought in by Caterer, Lessee and/or guests.
3. A minimum of 100 people (maximum of 250 people) is required to rent the Hall *for package # 2.*
4. The Hall may be decorated. Nails may not be used and decorations should not be attached to the walls or ceiling. No confetti is allowed. If using candles, the holder must be wide enough to prevent dripping on tablecloths.
5. All Lessees must pay for any damage or breakage, which will be deducted from the deposit.
6. Only the Hall workers can use the Kitchen and Bar, unless agreed upon at time of Rental.
7. A deposit of \$500/ \$750.00 must be paid at the time of reservations. (No exceptions)
8. *Deposit shall be refunded ten (10) days after the Event to allow ample of time for the inspection of the hall.*
9. Once the Contract is signed, any cancellation will be subject to a 50% penalty charge of the total deposit.
10. 50% of the fees must be paid 15 days before the event. All remaining fees must be paid in full 5 days before the event. (Should there be any additional expense, it must be paid on the day of the event.)
11. No refund will be given for invited guests that do not attend function.
12. Every food Caterer must have and present his own insurance. Church is not liable for food Catered by third party even though the Caterer is approved by the Church. No leftover food will be given away *for package # 2.*
13. Every band or Disc Jockey (DJ) must have their own insurance. All must be approved at time of Rental.
14. Bands and Disc Jockey (DJ) may not alter any part of electrical system in Hall without checking with Hall management first. Church Auxiliary sound system may be available for \$300/event minimum fee (to be discussed at time of Rental).
15. The Hall is not to be used for gambling including personal financial gains or profits.
16. *No gambling, exotic dancer(s), exotic dancing or any type of pornography is permitted.*
17. Any parties of minors must be chaperoned by parents. (No alcohol permitted)
18. Our Lady of Lebanon Shaker Hall Management reserves the right to cancel any reservation with a thirty (30) days notice.

Date of Event: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM\_\_ Until: \_\_\_\_\_ AM/PM\_

Date Deposit Received: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Number of People: \_\_\_\_\_ Package # \_\_\_\_\_ Soft Drink \_\_\_\_\_

Head Table: \_\_\_\_\_ Decorate: \_\_\_\_\_

Bar Open: \_\_\_\_\_ Appetizers Served: \_\_\_\_\_ Dinner Served: \_\_\_\_\_

I have read and understand all of the rules of the Shaker Hall and I agree to abide by the terms and regulations with No exceptions.

Lessee Name: \_\_\_\_\_ Signature/Date \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ *Management* Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

(If additional list(s) attached all parties must initial and date at time of Rental, including existing hall condition list).