

**Saint Augustine Church**  
**235 South Spalding Avenue**  
**Lebanon, KY 40033**

**SAINT AUGUSTINE PARISH IS HAPPY TO BE ABLE TO OFFER THE FACILITIES OF THE PARISH CENTER FOR USE BY INTERESTED PARTIES AS LONG AS THE CENTER IS TREATED PROPERLY AND ALL OTHER CONDITIONS ESTABLISHED BY THIS CONTRACT ARE MET.**

**Rental rates are as follow:**

**Parishioners: \$795.00**

\$400 rental  
\$300 refundable deposit  
\$95 mandatory liability insurance

**Non Parishioners: \$1145.00**

\$750 rental  
\$300 refundable deposit  
\$95 mandatory liability insurance

To receive the parishioner rate the renter must be a registered active member of St. Augustine Parish and have returned a Stewardship form. (Exception: A Bride or Groom can go under their parents' membership provided parents are registered active parishioners of St. A. Parish and have returned a Stewardship form.)

Bartenders are mandatory and hired by the Parish. The renting party pays for the bartenders and the cost is \$20.00 an hour per bartender for a 4-hour event (total of 5 hours worked). The Parish Office will determine the number of bartenders needed.

The deposit will be refunded after a satisfactory clean-up is confirmed and the time limit of **FOUR** hours has been observed. The responsible party will also be held accountable for any damaged property (the responsible party being the person signing this contract). If a confirmed date is canceled, the deposit is withheld by St. Augustine Parish. A deposit of \$300.00 and liability insurance fee of \$95.00 is required at the time the center is booked. The balance of the rent and bartenders charge is due no later than two weeks before the scheduled event.

Anyone renting the Parish Center for a fundraiser is required to pay a \$100.00 deposit to cover any damages or clean up. Deposit will be refunded if contract is honored.

**The specifications for clean-up are as follows:**

- Clean-up must be done immediately following reception.
- Anything belonging to the renting party must be removed from the Parish Center immediately following the reception. (The Parish Center may be used for other things the following day, so it is important that everything be removed!)
- The bar may only be set-up in the room next to the kitchen. (All kegs must be removed immediately following the event.)
- All trash must be properly disposed of in the dumpster located behind the building (outside the kitchen door).
- All trash (e.g. cups, cans, etc.) must be picked up on the parish grounds (including all parking lots).
- The restrooms must be dry and clear of paper and debris.
- The tables and chairs must be washed off and the chairs put back on the tables.
- The kitchen must be clean (including the refrigerators and stoves).
- All lights, Heat/Air must be turned off.
- The floor must be in a reasonably clean condition.
- **All decoration must be free-standing. Nothing should be attached to any property of the Parish. No damage to property (NO pins, nails, or tape on walls).**
- Four hour time limit must be met.

**Please be aware of the following rules:**

1. Bar must be attended at all times by bartenders and bartenders are required to follow all Kentucky "ABC" (Alcohol Beverage Control) regulations.
2. All alcohol must be served by bartenders behind the tables set across the opening of the designated room. No self-serving!
3. Serving alcohol to minors (under 21) is strictly forbidden.
4. No Alcohol can be served after 12:00 midnight.
5. Any caterers from outside the city of Lebanon must be approved
6. No smoking is allowed anywhere in the Parish Center, restrooms included.

THE RENTAL OF THE PARISH CENTER DOES NOT INCLUDE THE AREA OF THE STAGE. This space is restricted and no one is allowed to use this space or to enter into the space.

DATE OF EVENT: \_\_\_\_\_

RENTING PARTY: \_\_\_\_\_

ADDRESS (for deposit refund): \_\_\_\_\_

PHONE: \_\_\_\_\_

**Having read & received this contract with these specifications, I the renting party, failing to account for all, will forfeit the deposit if contract is not honored.**

SIGNATURE OF RENTING PARTY: \_\_\_\_\_

(Revised 2/2006)