



## St. Thomas More Social Hall Information Sheet

Maximum capacity for the hall is three hundred four (304) persons when set up banquet style. This set up consists of thirty eight tables with eight chairs at each table. The capacity of the hall set up theater style is five hundred and sixty (560).

Lessee is only authorized to access and use the specific area rented, and should not occupy or use any other room, building, play area, etc., that may exist on the property.

The facilities are only available according to the agreed upon times in the contract. Exceptions to this schedule must be approved by the pastor or his designee at least seventy two (72) hours before the event.

The St. Thomas More Social Hall is designated a non smoking area. Please contact the Facilities Manager for the location of designated smoking areas.

Security is required for all functions at the Social Hall. Security Officers will be obtained by the church from a pre approved agency and fees paid to St. Thomas More by the lessee. If alcohol is served or brought on the premises by guests, diocesan insurance requires that there be one security personnel on duty for every 100 people. This means two security officers will be needed if there are 101 guests or three officers if there are 201 people.

No one under the age of 21 shall be served alcohol or allowed to consume alcohol on the premises. Alcohol served to minors will cause the immediate closing of the facility and forfeiture of all fees. It is the responsibility of the Lessee to work with security personnel regarding liquor and minors.

It is the responsibility of the Lessee to have in place a pre-existing plan to handle individuals who have had too much to drink. The plan will include the necessary arrangements to assist the bartender who is refusing service to an intoxicated individual along with providing alternate methods of transportation.

Tables, chairs and other equipment shall not be removed from the building.

Decorations are the responsibility of the Lessee. No decorations are to be placed on walls, curtains, windows, or the ceiling of the space rented. The decorations are to be removed by the Lessee prior to leaving on the day of the event. Absolutely no tape may be used. Also, the use of fog machines and pyrotechnic materials are not authorized.

For safety issues and due to the extreme difficulty of clean up, confetti, glitter, rice, birdseed, bubbles, etc. of any kind or shape will not be allowed on church property.

If a caterer is used a \$100 kitchen use fee will be charged. The caterer must provide a Certificate of Coverage naming St. Thomas More and the Diocese of Phoenix as additionally insured. Minimum limits are as follows: General Liability \$1 million per occurrence, Automobile Insurance owned, non-owned, or hired vehicle, \$1 million combined single limit and statutory workers compensation.

**The Hall temperature will be set at 72 degrees.** While it may seem chilly when guests first arrive, this temperature will feel more comfortable as the hall fills and guests are moving around. The temperature is

controlled by computer program and will not quickly respond to temperature adjustments. It is therefore recommended that layered clothing be considered when attending an event in the social hall.

The Facilities Manager or his designee will be on the campus during the event for questions or to facilitate any problems that may arise.

**Rental Fees:**

The following basic fee schedule will cover a five (5) hour event and two (2) hours for set up and decorating. If more than two (2) hours is needed for set up/decorating this will be accommodated at a rate of \$50 per hour. No event shall be scheduled past 11:00pm This should be discussed and documented with the Facilities Manager at the time you sign the contract. In order to reserve your date, a fifty percent (50%) deposit must be remitted with the signed contract.

1 – 100 guests	\$ 800.00
101 – 200 guests	\$1,200.00
201 – 300 guests	\$1,400.00

A 25% discount, on the basic rental fee, will apply to any registered active parishioner of St. Thomas More. **This discount only applies to personal events. Businesses do not qualify for this discount.**

**Audio Visual Equipment**

An audio visual package is available. This will include a screen, projector and access to the hall speaker system. The cost of this package is \$50.00

The following items must be completed 30 days prior to the event to insure use of the St. Thomas More Social Hall:

- Provide a Certificate of Coverage naming St. Thomas More and the Diocese of Phoenix as additionally insured. Minimum required limits are as follows: General Liability, including host liquor liability, if liquor is served, \$1 million per occurrence. Liability insurance for private parties and non profit activities, can be purchased through Catholic Mutual Group for \$95. An application for the Special Event Coverage can be found at [www.diocesephoenix.org](http://www.diocesephoenix.org). Enter the site and go to the Finance Department and find forms section.
- Sale of liquor will not be allowed on St. Thomas More grounds..
- Payment in full to St. Thomas More Parish, including cost of security officers.
- Schedule a walk through with the Facilities Manager within a week of the event. At this time notes should be made as to the condition of the Hall.
- If a caterer has been approved by the Parish Manager or designee a Certificate of Insurance naming St. Thomas More as additionally insured must be on file in the Parish Office (see notes above as to requirements).

**Set up**

A diagram will be provided by the Lessee for table and chair placement. The facility will be clean and set up prior to the event. Bathrooms will be well stocked.

## Clean up

The Lessee will be responsible for leaving the facility as they found it, the night of the event. Parish staff will break down tables and chairs, and clean restrooms and floors. Any additional cleaning by church staff will be charged to Lessee at a rate of \$50 per hour. Any damage to the property will result in forfeiture of the damage deposit.

All points of this Information Sheet and the Lease Agreement along with the listed suspense dates must be met or the Agreement will be cancelled and the deposit retained.

I have read and understand the policies for rental of the St. Thomas More Social Hall.

Lessee: \_\_\_\_\_ Date; \_\_\_\_\_