



**ST. MICHAEL'S HALL**  
*c/o St. Michael Byzantine Catholic Church*  
*463 Robinson Road – Campbell, Ohio 44405*  
*Phone (330) 755-4831 – www.stmichaelbyzcampbell.org*

## **RENTAL AGREEMENT**

Saint Michael Byzantine Catholic Church (“LESSOR”) hereby agrees to rent St. Michael Hall located at 405 Robinson Road, Campbell, Ohio 44405

on \_\_\_\_\_ between the hours of  
*month, day, year*

\_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

made and entered on this month and day of \_\_\_\_\_, 20 \_\_\_\_\_  
between St. Michael Byzantine Catholic Church and

LESSEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ #of GUESTS \_\_\_\_\_

WILL ALCOHOL BE SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_

*(NOTE: violation of the State of Ohio liquor laws such as underage drinking or public intoxication will be just cause to immediately terminate the event with the forfeiture of all rental fees paid and legal fees incurred to enforce this contract.)*

### **FEES**

\$ \_\_\_\_\_ Hall and Tiffany Room rental for the hours listed above

\$ \_\_\_\_\_ security (to be secured by the LESSOR dependent attendance)

\$ \_\_\_\_\_ Tiffany Room (Bar Room) use ONLY

\$ \_\_\_\_\_ bartender (may be supplied by the renter)

\$ 95.00 Required insurance coverage by the Archeparchy of Pittsburgh

***TOTAL: \$ \_\_\_\_\_***

***DEPOSIT OF \$ \_\_\_\_\_ was paid on \_\_\_\_\_***

***BALANCE DUE \$ \_\_\_\_\_***

*Checks payable to: St. Michael Church*

All rentals must end by 11:00 p.m. and Hall cleared by 12:00 a.m. unless prior permission is given to the LESSEE for extra time.

Included is a 4 hour allowance for decorating/set-up by the LESSEE on a time agreed by the LESSOR, usually the day before the event. Permission must be given for extra time or a different day.

On the day of the event, the LESSEE is permitted access to the hall 2 hours before the start time for any final preparations. The LESSOR must be notified of the arrival time of the caterer, florist, DJ/Band, planner, or anyone else attached to the event that needs access prior to the guests.

The LESSEE and/or Caterer must provide their own plates, utensils, napkins, cups, table coverings, beverages, dish towels, chaffers, etc.

**CATERER**

**INSURANCE PROVIDER**

**Is the Caterer Licensed**

*The Caterer is held responsible for all food to be properly prepared and served. Any foodborne illness is the sole responsibility of the chosen caterer secured by the LESSEE.*

## **USE OF HALL**

Use of main hall, bathrooms, and limited kitchen use is allowed for your event. The Tiffany Room is included with main hall rental. Use of refrigerator & freezer is permitted. NO prep food work or cooking is allowed. 60" round tables, 8 ft rectangular tables and chairs are provided.

St. Michael's Hall is a NON-SMOKING FACILITY. Cigarettes are permitted outside the front portico where smoking receptacles are located. No Weed / Narcotics is allowed. If detected, your event will be terminated on the spot and police will be there to make arrests.

Maximum Capacity is 300 people at one time.

All tables must be covered with linen/plastic coverings supplied by LESSEE /Caterer.

Decorations are to be free standing or tabletop. Decorations may be scotch-taped on walls within reach. No ladders allowed. No decorations permitted on or hanging from ceiling. No confetti, rice, or the like is permitted.

If alcohol is served, all laws according to the State of Ohio will be strictly enforced. No leftover alcohol may be removed on the day of the event itself. Leftover alcohol pickup will be the next day at a scheduled time.

The parking lot of St. Michael's Hall is for you and your guests to park. Do not park on the road or at the front of the Church.

St. Michael's Hall has the right to charge the LESSEE and/or Caterer fees for damages incurred during the time of the event. Damages must be remitted to St. Michael Church within 5 days of the event. If cost for damages is not received within this time, the LESSEE and/or Caterer will be responsible to pay for any and all legal fees incurred while collecting this debt.

St. Michael's Hall will not be held responsible for any possessions of the LESSEE and/or Caterer. All items belonging to the LESSEE, with exception of alcoholic beverages, are to be removed the same day after event is over.

## **CANCELLATION**

Cancellation by the LESSEE is allowed one month prior to the event with a full refund of the deposit. If it is less than one month prior to the event, the deposit will not be returned.

## **CLIMATE**

St. Michael's Hall will set heat/air at a comfortable temperature for your event. Also, all lights will be turned on/off by a St. Michael's Hall Representative.

St. Michael's Hall is not responsible for an unforeseen breakdown of the heating and air conditioning system. If a breakdown happens during your event, you are not entitled to any refund. St. Michael's Hall will do its best to fix any breakdown.

## **CLEAN-UP**

Trash bags will be provided for your event. LESSEE /Caterer is asked to make sure kitchen is clean after use and to dispose of trash in dumpster. (*key will be provided*)

There is no expectation of extensive cleaning or moving tables and chairs after your event; however, St. Michael's Hall expects to have things left in an orderly manner. Please note that St. Michael's Hall offers NO MONEY RETURNED for any type of extensive cleaning on the part of the LESSEE after the rental.

## **RESPECT**

Furthermore, the LESSEE is to understand that St. Michael's Hall is on church property, thus it is sacred ground. St. Michael's Hall expects decency, respect, and honor from the LESSEE and guests.

Any special requests by the LESSEE are to be noted below and given permission by a St. Michael's Hall Representative:

## **Indemnification Clause:**

*The parties covenant and agree to indemnify and save each other harmless from any liability, loss, damage or expense, including assessable legal fees arising out of the negligent performance of their respective obligations under this agreement or by anyone from whom they are in law responsible. The parties hereto agree that they shall co-operate with each other in the defense of any such action, including providing each other with prompt notice of any such action and the provision of all material documentation. The parties further agree that they have a right to retain their own counsel to conduct a full defense of any such action.*

I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS OF THIS RENTAL AGREEMENT.

**LESSEE:**

PRINT NAME \_\_\_\_\_

## SIGNATURE

DATE

## ST. MICHAEL'S HALL REPRESENTATIVE:

PRINT NAME

## SIGNATURE

DATE