

St. Joseph Assembly Hall Rental

Rental price is \$200.00 an hour with a minimum number of three hours. Regardless of the type of event or when.

*Setup time is counted for hourly pricing/ You will have 30 minutes before and 30 minutes after your event for setup that is not included in the hourly pricing.

*Capacity of building is 283

Hall Rental Rules and Regulations

A. Prices include:

The rental price includes the use of the facility, tables, chairs, and security.

B. Security:

1. Security is required and is dependent upon the number of guests in attendance. Security will arrive one-half hour prior to event and will remain on site until one-half hour after your event. If your event ends before 8pm, then no security will be required. Security will be required for any event that passes 8pm regardless of what time the event starts and will be required from the time the event starts.

Less than 100 persons, 1 Police Officer

100 or more persons, 2 Police Officers

C. Table Setup:

All guest tables and chairs are to remain as they are set up upon arrival. Please notify us of your arrangement prior to the event. Entrances and exits are not to be blocked. Fire exits have been taken into consideration.

D. Decorating:

1. We do not provide any equipment such as ladders, extension cords, scissors or table liners etc. for decorating.
2. Please tape down all wires and extension cords with masking tape.
3. Open flame candles are not permitted. Battery Operated candles are acceptable.
4. Helium filled balloons are allowed, but must be fastened down.
5. Prior authorization must be obtained prior to hanging anything from the ceiling. Please use ribbon or fishing line to do so.
6. Staples and nails on walls and tables are not permitted.
7. Please refrain from using glitter, confetti, rice, sand or birdseed. You may use flower petals.

E. Clean-up/ take down:

1. You will have half an hour after your event is over to clean up and take down all of your decorations. Please make arrangements as needed.

F. Smoking:

We do not allow individuals to smoke inside the facility. Guests are required to step outside in a designated area if they wish to smoke.

G. Food and Beverage:

1. You will be allowed to use the food service line if you choose. You must provide your own warming dishes and utensils. You will not be permitted into the kitchen area and will not be allowed to use any of the kitchen equipment (stove, oven, sink, refrigerators, etc). Please inform your catering service or plan accordingly if you are providing your own food. All drinks must be served in plastic cups.

Preferred vendor information:

The Texas Sugar Daddies Catering company will be our preferred food vendor. If you choose to use them as your vendor, they will be able to use the facility for cooking.

Contact Info: 210-281-1415 or texassugardaddies@gmail.com

Christopher Espinoza is the contact.

2. We will have a concession stand with snacks and alcohol available for individuals to purchase items. All setups, sodas, snacks, beer and liquor must be purchased from the hall concession.
3. **Please remember all laws pertaining to the consumption of alcohol by minors. No one under the age of 21 will be allowed to consume alcoholic beverages.**
4. Mission Up, Inc. does not hold any legal or moral liability. _____ (please initial).

Reservation Requirements

1. A \$300.00 security deposit is required for reservations. Security deposit will be refunded if there are no damages to facility within 7 days after event. Payment is preferred by Cash App, Zelle, personal check, credit card, money order, cashier's check or cash. The security deposit is in addition to the rental fee.
2. Monthly payments can be made on the rental fee remaining balance.
3. Balance is due 15 days prior to the reserved date. If reservation is made with less than 15 days to the event, the balance is due at the time of booking.

4. Cancellations must be requested in writing 7 days prior to event for full refund. Cancellations 6 days or less Mission Up, Inc will keep security deposit.
5. Payments are payable to: Mission Up, Inc. Office hours are Monday- Friday 8:00 am -5:00 pm.
6. We reserve the right to cancel reservations and reserve the facility to another party if a breach or violation of these requirements occurs.
7. Payments can be made online at www.mission-up.org or you can mail a check to Mission Up, Inc., Attn: Joseph Rendon, 1135 Mission Road, San Antonio, Tx 78210 or use Zelle to 210-664-1900 or Cashapp to \$missionup.

St. Joseph Assembly Hall

Rental Agreement

Name: _____

Phone number: _____

Type of event: _____

Date of event: _____

Time of event: _____

Number of guests attending: _____

Security deposit: \$ _____

Balance due: \$ _____

Balance due date: _____

This set of rules embodies the entire understanding of the parties and there are no further agreements or understandings, written or oral, in effect between the parties, relating to the subject matter hereof. All rules and guidelines will be strictly enforced.

Signed by: _____

Date: _____

Printed name: _____