

**Welcome to
St. Wenceslaus Parish Hall**

➡ Conference Rooms –

Conference table and chairs seat 10 people in each of the two conference rooms.

➡ Spacious Dining Hall –

Cozy with round tables and chairs which seat up to 200 people.

➡ Modern Kitchen –

Modern conveniences with four ovens, electric range, gas grill & range, microwave, steam table, dishwasher, large catering-style refrigerator and freezer.

These fees listed in this brochure, as well as the policy and procedures, are subject to change without notice. Please call for current information.

**St. Wenceslaus
Catholic Church**
Scappoose, Oregon

For more information, or to reserve a date, contact:

**Dodie Mills
Parish Hall Coordinator
503-397-3315**

Mailing Address:

St. Wenceslaus Catholic Church
Parish Hall
51555 Old Portland Road
Scappoose, Oregon 97056

St. Wenceslaus Catholic Church
Parish Hall Rental Information

Revised: 22 August 2007

**PARISH HALL
RENTAL
INFORMATION**

Dining Hall & Kitchen Rental

FEE SCHEDULE

	<i>Parish*</i>	<i>Public</i>
Dining Hall Use	100.00	500.00
Kitchen Use	25.00	50.00
Security/Cleaning Deposit	150.00	150.00
Attendant Fee (Or, \$20/hour if usage is three hours or less.)	125.00	125.00
Liability Insurance (Required)	100-165	100-165

A complete use agreement and a \$150.00 security/cleaning deposit are necessary to fully secure reservation. The balance of anticipated fees are due in full ten days prior to the scheduled event.

Payment will be accepted in the form of cash, check or money order. Credit cards and debit cards cannot be accepted.

A 72-hour written cancellation notice is required for the refund of any fees paid, with the exception of \$150.00 security deposit. The \$150.00 security deposit will not be refunded.

Facilities for non-church-related use can be reserved up to two months in advance.

** Parishioners may only rent the hall for personal use, and will be required to pay the public price for events intended for public use.*

Conference Room Rental

FEE SCHEDULE

<i>Conference Room Rental</i>	<i>Parish*</i>	<i>Public</i>
4 hours or less	7.50	15.00
4 hours to 8 hours	10.00	20.00
8 hours to 12 hours	12.50	25.00
Over 12 hours	TBD	TBD

A completed use agreement and rental fees are required upon scheduling your event or meeting.

Payment will be accepted in the form of cash, check or money order. Credit cards and debit cards cannot be accepted.

A 48-hour cancellation notice is required for a full refund.

Facilities for non-church-related use can be reserved up to two months in advance.

Alcohol Policy

With the exception of champagne served for the purpose of toasting in adherence to the policy, the presence and consumption of any refreshments containing alcohol is prohibited on the premises.

The Parish Hall facilities at St. Wenceslaus are intended primarily for church use, secondary for church-related use, and lastly for non-church-related use. While church and church-related use have priority in scheduling, activities permitted and the availability of space is influenced by activities previously scheduled.

Renters will be required to read the St. Wenceslaus Catholic Church Facilities Policies and Procedures for complete details.