



ST. MICHAEL'S SOCIAL CENTER

c/o Saint Michael Byzantine Catholic Church

2230 Highland Road - Hermitage, PA 16148

Phone (724) 981-6680 Fax (724) 981-7422

RENTAL AGREEMENT

Saint Michael Byzantine Catholic Church ("LESSOR") hereby agrees to rent
St. Michael's Social Center, located at 2240 Highland Road, Hermitage, PA 16148

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 Commonwealth of Pennsylvania 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

\$ _____ for the hours listed above

\$ _____ security

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

\$125.00 Custodian fee (set-up, clean, & take down)

\$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 Social Center cleared by 12:00 a.m. unless prior permission is given to the renter for extra time.

Included is a 4 hour allowance of 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 in 2 hours before the start time for any finalizations. The LESSOR must be notified of the arriving time of the caterer, florist, DJ/Band, planner, or anyone else attached to the event that needs in prior to the guests.

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

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 from the LESSEE.

Use Of Social Center

Use of main hall, bar room, bathrooms, and kitchen is allowed for your event. Use of walk in refrigerator & freezer is permitted. Classrooms may be used for an extra fee as agreed upon. NO prep food work or cooking is allowed. Ovens and stove tops to keep food hot/warm is permitted. 60' round tables, 8ft square tables, and chairs are provided.

St. Michael's Social Center is a NON-SMOKING FACILITY. Cigarettes are permitted outside were bins are placed.

Maximum Capacity is 350 people at one time.

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

Decorations are asked to be free standing or table top. 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 Commonwealth of Pennsylvania will be strictly enforced. No leftover alcohol may be taken on the event day itself. Leftover alcohol pickup will be the next day at a scheduled time.

The two parking lots by the Social Center are for use. Additional parking on the east side of the church is only given with permission.

St. Michael's Social Center 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 Social Center 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 taken the same day after event is over.

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.

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

St. Michael's Social Center 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 Social Center will do its best to fix any breakdown.

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

Furthermore, the LESSEE is to understand that St. Michael's Social Center is on church property, thus it is sacred ground. St. Michael's Social Center 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 Social Center 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 cooperate 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 SOCIAL CENTER REPRESENTATIVE:

PRINT NAME _____

SIGNATURE _____

DATE _____