

THE UPPER ROOM RENTAL CONTRACT

772 Ohio Ave, Midland PA 15059

724.544.6784

The Upper Room/St. Blaise Parish, (hereinafter called Lessor) agrees to rent its hall located at 772 Ohio Ave, Midland PA (hereafter called premises) to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Work Phone: _____

Said premises to be rented on **(date)** _____ with set up no earlier than three hours prior on day of rental. Event will begin at **(time)** _____ and premises will be vacated by **(time)** _____. **No event can extend beyond a total of six hours from stated beginning time (above) and all events must vacate premises no later than 12 a.m.** (Example: if event begins at 3 p.m., premises must be vacated by 9 p.m.). Vacating the premises after your designated closing time will result in the forfeit of your security deposit. **The cost of the rental shall be \$50 for private events no larger than 100 people (example: bridal showers, birthday parties) and \$100 for public events or private events larger than 100 people (example: fundraising events, open invitation events, award banquets).**

The Hall is available for use to individuals on a first come-first serve basis. Call Cory for available rental times.

Explain the nature of your function and activities to be held (The Upper Room staff reserves the right to refuse rental if event is not approved).

In consideration of the use of premises, Lessee agrees:

- 1) To pay a **\$50.00** deposit fee to reserve date of event. **This is non-refundable.** The balance must be paid **10 days prior to the event unless arrangements are made with the office.** The **security deposit of \$25.00** will be returned within 10 days following the event provided no property damage or property loss has occurred.
- 2) You must purchase an insurance policy from the Pittsburgh Diocese to provide general liability coverage when liquor is served. The cost of the coverage is \$125 each event.
- 3) To call 724.544.6784 if your event is cancelled after you have reserved the hall.
- 4) The kitchen area is available for warming of food only. Lessee is not allowed to prepare and cook meals. Lessee must provide own glasses, silverware, pots, pans and all other supplies.
- 5) If alcohol is provided at the event, all State and Local laws and ordinances regarding the use and consumption of Alcoholic beverages must be strictly complied with. No persons under 21 years of age shall be served, furnished, or consume alcoholic beverages on the parish grounds. Alcoholic beverages shall neither be served after 11:30 p.m. nor consumed after midnight. Alcohol is not allowed to be sold on the premises.
- 6) It is your responsibility to set up & clean up.
- 7) Assistance with music, instruments, sound or lighting is not included.

- 8) The computer lab is not available for use during events.
- 9) This is a smoke-free facility and smoking will not be permitted anywhere in the facility, including the restroom areas. Anyone violating this rule will be asked to leave the premises.
- 10) Abusive or profane language and violent behavior will not be allowed at any time.
- 11) When finished leave the premises, including kitchen & stove, neat, clean, and free of materials that were brought in for the event. All trash must be gathered, placed in the receptacles provided and taken to dumpster. All decorations must be removed including area outside hall. Parking area must be left free of trash, bottles, etc.
- 12) The Lessee is liable for any theft or damage to the premises or property, or both arising from the negligence of lessee or lessee's patrons, clients, friends, invitees, licensees, or others whom the Lessee permits to come on the premises. Lack of supervision of such persons who remain on the premises shall be considered as negligence.
- 13) The Lessee shall be liable for any and all personal injuries sustained on the premises as a result of Lessee's use of the premises.
- 14) To discharge, release and hold harmless the Lessor, Lessor's employees, Saint Blaise, the Diocese of Pittsburgh, the Bishop of Pittsburgh, and their successors and assigns, from debts, claims and demands, costs, expenses, damages, actions and causes of action, which Lessee, Lessee's patrons, clients, friends, licensees, or others whom lessee permits to come upon premises, may now have or may hereafter have as a result of Lessee's use of the premises during the time above stated, whether arising from personal injuries, theft, property damage or any other cause whatsoever.

IN WITNESS WHEREOF, the parties have set their hands on this day (date) _____.

By: _____
Lessor

Lessee (must be 21)

Name of Organization

(FOR OFFICE USE ONLY)

Rental Due: \$50 Security: \$25
Rental Due: \$100 Security: \$25

Date	Total Due	Amount Paid	Balance
_____	_____	_____	_____

Security Deposit Paid? Y/N _____

Security Deposit Refund? Y/N _____ Check # _____ Date _____

