

Mary, Mother of the Church --- Reservation and Rental Agreement

Today's Date: _____

Event: _____

Contact Person: _____

Phone: _____ Other (cell) phone: _____

Email: _____

Description of event activities:

Event Date:

Date(s) needed: From - _____ to _____

Time needed: From - _____ to _____

Set-up time: From - _____ to _____

Room(s) to be used:

<input type="checkbox"/>	Parish Hall	<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Religious Education Center	<input type="checkbox"/>	Other: _____

All renters must complete and return the attached forms along with a check payable to "MMOC" for the Reservation Fee, AND

- Certificate of Insurance naming "Mary, Mother of the Church Parish; the Diocese of La Crosse; and Bishop William P. Callahan" as additional insureds, **OR**
- Application for Special Events Coverage insurance (Cost is \$95 per event). The Application for Special Events coverage must be received by the insurance carrier at least 30 days prior to the event and cannot be submitted more than 6 months in advance of the event. **IN ADDITION:**
- **IF** alcoholic beverages (of any type) are to be sold, special liquor liability insurance must be secured naming "Mary, Mother of the Church Parish, Diocese of La Crosse, and Bishop William P. Callahan" as additional insureds. A copy of the Certificate of Insurance must be presented to the parish two weeks prior to the event or alcohol may not be served.

Rental Fees:

- Parish Events and Parish Organizations of Mary, Mother of the Church (including funeral and baptismal luncheons). For Category "A", there are no fees or special forms required.
- Registered parishioners of Mary, Mother of the Church
- Diocese of La Crosse and Catholic organizations
(i.e. as named in the Official Catholic Directory or Wisconsin Pastoral Handbook)

P:\Parish Hall\Parish Hall Rental Forms\Reservation and Rental Agreement

D. Not-for-Profit organizations with missions that agree with Catholic teaching

E. Others/Commercial with missions that agree with Catholic teaching

Category:	A	B	C	D	E
Parish Hall rental*	\$0	\$100	\$300	\$500	\$700
Religious Education Center rental*	0	100	300	500	700
Coffee Service	0	25	50	100	100
Use of Kitchen Equipment**	0	50	100	200	200
Use of Dishes and Silverware**	0	50	100	200	200

*Rental Fee covers utilities and parish attendant for 4 hours. Any time over 4 hours is an additional \$40 per hour (any partial hour is considered a whole hour).

**A caterer – to be approved by the parish – may use designated kitchen equipment for warming, holding, and serving prepared food (i.e. warming/holding oven, upright refrigerator, upright freezer, chafing/serving dishes, sinks). For additional fees, separate arrangements may be made for the use of other kitchen equipment (i.e. stove, ovens, fryers, walk-in refrigerator, dishwasher), and/or dishes, and silverware.

Rental Fees:

Parish Hall Rental
(collected at time of request) Amount: _____

Religious Ed. Center Rental
(collected at time of request) Amount: _____

Add'l Time over 4 hrs. Amount: _____

Coffee Service Amount: _____

Use of Kitchen Equipment Amount: _____

Use of Dishes & Silverware Amount: _____

TOTAL: _____

Other Information:

Seating Request: _____

Use of TV Monitors/Microphone: _____

Religious Ed. Rooms: _____

Food/Snacks being brought in: _____

Buffet Tables/Head Tables: _____

Mary, Mother of the Church Parish is not responsible for items that are lost, stolen, or left after the event. Items left will be disposed the next day.

Signature: _____ Date: _____

Parish Representative: _____ Date: _____

(Revised 02/11/2022)