

## St. George Request for Rental

Name of Renter: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Facility:** \_\_\_\_\_ Church Hall (\$150 deposit/ Fee \$250/\$400) \_\_\_\_\_ Notre Dame Hall (Deposit \$75/ Fee \$75)

Amount of Deposit: \$\_\_\_\_\_ Deposit Received: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

Key # issued: \_\_\_\_\_ Pick up date: \_\_\_\_\_ Return date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours for Hall Use: \_\_\_\_\_

### **Type of Event:**

\_\_\_\_\_ Wedding/Anniversary, No dance (\$250) \_\_\_\_\_ Wedding/Anniversary with dance (\$400)

\_\_\_\_\_ Showers \_\_\_\_\_ Family Events

\_\_\_\_\_ Dinner/Luncheon \_\_\_\_\_ Other Event: \_\_\_\_\_

**Meal to be prepared by:** (If kitchen used by anyone other than St. Ann's Sodality, there is a \$100 fee)

\_\_\_\_\_ St. Ann's Sodality \_\_\_\_\_ Catered by \_\_\_\_\_

\_\_\_\_\_ Prepared by renter \_\_\_\_\_ Food not served at event

### **Clean – Up**

Clean-up is required on all rentals. An afternoon rental must be cleaned up by the evening rental if one is scheduled. An evening rental must be cleaned up by 7:00am the morning following the rental. Clean-up will be inspected before the deposit will be returned. The charge for custodian clean-up will be forfeiture of all or partial deposit paid for the event.

Clean-up can be arranged through the parish with advance notice. A fee of \$\_\_\_\_\_ is required to be paid prior to the event.

\_\_\_\_\_ Clean-up by renters \_\_\_\_\_ Clean-up by parish

Chaperones: (list at least 6) – events where alcohol is served.

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL MONEY COLLECTED: Deposit: \$\_\_\_\_\_ Fees: \$\_\_\_\_\_**