

# Church of St. Patrick

## Facility Rental Policies-Events

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Thank you for considering our venue for your event. We hope to have the chance to serve you! In order to provide our valued client with the utmost in quality and safety standards, we have established the following policies to govern the rental use of our social halls – The Mahon Center and St. Martin's Hall.

### Room Rental for Events:

#### A) Rates:

	Oval table seating	Room Rates
<b>Mahon Center</b>	Up to 400pp	\$ 3,000.00
<b>St. Martin's Hall</b>	Up to 175pp	\$ 2,000.00
<b>Both Halls</b>	Varies	\$ 4,000.00
Main Kitchen Use		Licensed Caterer – Included

#### B) Included:

- portable oval tables (60" x 72")
- padded chairs
- podium
- table number stands
- room set-up based according to floor plan submitted by renter prior to event day
- garbage removal
- 12-hour time block for event from 12Noon -12 Midnight
- 4-hour room prep time the day prior from 10a – 2p
- On-site Event Coordinator (building liaison) assigned once agreement is in place
- Free guest parking
- A late fee of \$ 250.00/hour, in one-hour increments, assessed if renter goes over the agreed ending time

#### C) Not included

- linens, table skirting, table cloths
- servers, food prep crew, dishwashers, clean-up crew
- table coverings for DJ's
- Dishes, cups, glasses, silverware

#### D) Deposit/Room Reservation:

- We will hold your preferred date for up to two weeks without a deposit. After two weeks, a 50% room rental deposit is required along with a signed rental agreement. This payment is refundable only if the reservation is cancelled more than 6 months in advance of the rental date.
- **Cancellations** made less than six (6) months in advance of the rental date will result in forfeiture of the deposit, unless the event is rescheduled. If you reschedule your event within the next six months, the deposit will be applied to the new date
- A **damage deposit check** for \$500.00 must accompany your room rental deposit to cover potential damage to any church equipment, carpeting, etc., while on property or incomplete cleaning of kitchen. The deposit will be refunded following your event, if no damage is incurred as determined by the maintenance supervisor and business administrator **OR** with your permission, applied to your remaining event expenses.

### **E) Liability Insurance:**

The Church of St. Patrick requires that all clients renting our facilities have liability insurance to cover the cost of damage, loss or injury, should that occur. You may obtain this insurance in two ways:

1. A Certificate of Liability Insurance may be provided by your insurance agent as a separate policy or a rider to your homeowner's policy at little or no charge.
2. There is also the option to purchase a general policy through St. Patrick's provider at the cost of \$110.00 and this cost can be added to the final invoice. The Facilities Rental Coordinator will handle the details if you choose this option.

Your Certificate of Liability Insurance must include the following requirements:

- a. Your Certificate must be submitted at least one month (30 days) prior to the event date for review and approval by the church's insurance provider;
- b. Liability coverage must be in the minimum amount of \$2,000,000 per occurrence;
- c. Your coverage must include bodily injury and property damage; and
- d. Your coverage must name the Church of St. Patrick as **an additional insured** for the day of the event.

We appreciate your efforts in helping us meet this requirement and are happy to provide any assistance or support you may need in obtaining the Certificate.

## **Food and Beverage Requirements:**

### **A) Catering**

- A list of preferred caterers is available for your convenience.
- The client is required to provide a full-service, licensed caterer. If you choose a caterer from our list of preferred caterers, you can be confident you will be choosing a full-service, licensed and quality provider with whom St. Patrick's has experience.
- If you choose a caterer not listed here, St. Patrick's reserves the right to approve the caterer to ensure appropriate licensing and service requirements.
- Names of vendors who specialize in linen, decoration and audio rental are also available.
- Your preferred caterer must provide a copy of current Catering license and certificate of liability insurance prior to the event. Your Event Coordinator will assist you with securing these documents.

### **B) Kitchen Use for Caterer's**

#### ***Includes:***

- use of kitchen ovens & warming oven
- use of refrigerator/freezer space
- use of institutional coffee brewer (***renter or caterer provides own ground coffee to brew***)
- ice machine
- dishwasher to clean equipment associated with the event

#### ***Not Included:***

- Use of St. Patrick's pots/pans/serving utensils/dishtowels/dishcloths

### **AVAILABLE FOR RENT**

- china (dinner/ salad/dessert plates, coffee cups/saucer), glass stemware (water and white wine), and flatware available for an additional \$3.00/place setting; caterer is responsible for washing and returning
- Cup with saucer .50

### **C) Alcohol**

- Alcohol may be served by a provider or a caterer with a current State-issued on-sale liquor license and proof of liability insurance. Again, we have listed options for you on our Preferred Caterer's listing.
- If alcohol is served, security is required on the premises during the time alcohol is being consumed. Hiring of security is arranged by your Event Coordinator.
- Questions about liquor service can be directed to your Event Coordinator.

## **Miscellaneous Guidelines:**

### **A) Building Hours:**

- The building must be vacated no later than 12:00 midnight on Friday and Saturday evenings; and 9:00pm Sunday – Thursday.
- A \$250/hour fee is applied if the event runs over the contracted end time.

### **B) Decorations:**

- Candles are allowed but must be placed in holders – no unprotected flames.
- Decorations may be attached to the walls and ceiling with removable tape or hooks already in place and must be approved through the Event Coordinator prior to the event.
- Confetti-type or glitter table sprinkles are not permitted.
- Artificial smoke, fog and bubble machines are not permitted.

### **C) Outside Vendors:**

- It is the responsibility of the client to effectively communicate the content of this document to outside vendors, i.e., florists, party rental suppliers, DJs/musicians, set-up volunteers.
- All entertainers must provide their own tablecloths and/or skirting for their stage equipment.
- Enough time must be allowed to take down and remove all equipment before the contracted event end time.

### **D) Room Condition:** We ask that after our valued clients enjoy our space, they leave the room(s) as they were upon arrival. This includes all spaces utilized, including the kitchen.

- It is not necessary to take down tables and chairs set-up by St. Patrick's maintenance staff.
- Anything you bring in, i.e., decorations, rented equipment, food, beverage, miscellaneous items, leftover food, needs to be removed when leaving the building at the conclusion of the event.
- All waste should be placed in trash receptacles provided by the church. Church maintenance staff will take the garbage to the dumpster.

### **E) This is a smoke-free facility. No smoking is allowed in the building.**

