

Church of St. Patrick

Facility Rental Policies/Hourly

**6820 St. Patrick's Lane
Edina, MN 55439
952-941-3164
952-941-7371 (fax)**

Thank you for considering our space for your event venue. We hope to have the chance to serve you! 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, St. Martin's Hall and the Celtic Center.

Room Rental:

A) Rates: All hourly rentals are for up to 5 hours total. Beyond that is event rates not reflected here.

	Oval table seating	Room Rates
Mahon Center	Up to 150pp	\$ 250.00/hour
	150-250 pp	\$ 300.00/hour
	250 – 400 pp	\$ 400.00/hour
St. Martin's Hall	Up to 75pp	\$ 100.00/hour
	75-125 pp	\$ 175.00/hour
	125-200pp	\$ 250.00/hour
Celtic Center		\$ 125.00/hour
Main Kitchen Use	Heat/Serve only or licensed caterer	Included

B) Included:

- portable oval tables (60" x 72")
- padded chairs
- podium
- table number stands
- room set-up according to floor plan submitted by renter prior to event day
- garbage removal
- On-site Event Coordinator (building liaison) assigned once agreement is in place
- Free guest parking

C) Not included:

- linens, table skirting, tablecloths
- servers, food prep crew, dishwashers, clean-up crew
- Table coverings for DJ's
- Dishes, glasses, cups, silverware – these are available for rent as well as paper product

D) Deposit/Room Reservation:

- We will hold your preferred date(s) 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, the deposit will be applied to the new date
- A **damage deposit check** of \$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 most often can 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.

However, you obtain your Certificate of Liability Insurance, the following requirements apply:

- 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.
- You may choose a caterer not listed here; however, St. Patrick's reserves the right to approve the caterer to ensure appropriate licensing 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.
- If your group is 50 persons or less and you wish to bring drop-off catering or pre-prepared food items, please discuss with Facility Rental Coordinator.

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 church equipment – not catering owned equipment
- 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

Not Included:

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

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.
- There may be a \$250/hour fee if the event runs over the contracted end time without a prior agreement.

B) Decorations:

- Candles are allowed but must be placed in holders that cover the flame – **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.

- F) **In regard to Covid19:** As of July 25, 2020, per the [Governor's Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless alone. The renter further agrees to defend and indemnify the Church of St. Patrick of Edina from any claim, loss or judgment arising in whole or in part out of the failure of the renter or the renter's guests to wear masks, keep safe distancing or otherwise abide by the requirements in this lease, or those imposed by any lawful authority, associated with the COVID-19 pandemic.

9/19/mm