

Westphalia Parish Hall Rental Agreement

1. Rental of the Parish Hall includes the use of the hall and kitchen, and clean-up.
2. Rental of the Centennial Room includes the use of the kitchen.
3. If decorating is desired the day before the function, the hall will be open from 8:00 am until 5:00 pm. If heat/AC units are used, \$25/hour will be charged.
4. All functions end at midnight.
5. All decorations, props, flowers, etc. must be removed from the hall on the night of the function (no exceptions).
6. The kitchen must be left the way you found it. Dishes and utensils should be washed and put away. All food and containers must be removed from counters and counters cleaned.
7. If you have a dance and expect more than 200 guests you must have security. We provide that security (at discretion of hall manager) at \$40/hour x 2 officers. Renter must reimburse the security costs.
8. No beer may be brought into the hall; all beer must be purchased through Westphalia Parish Hall.
9. Please contact the hall no later than two weeks before your event if you wish to order alcohol.
10. Bar will open at 7:00 pm; no kegs will be opened after this time and any sodas, beer, or wine coolers consumed after this time must be purchased through the bar.
11. A margarita machine is available for rental for \$50.
12. Date is considered reserved when a \$250 deposit and signed contract are received. Renter agrees to pay balance of amount due the day of the event.
13. The renter can terminate this agreement without cost outside of 30 days prior to the event. Cancellations within 30 days will result in forfeiting the \$250 deposit.
14. Westphalia Parish Hall is NOT responsible to Occupant or Occupant's employees, contractors, guests, invitees, or licensees for any damages, injuries, or losses to person or property caused by an act, omission, or neglect of: Occupant or Occupant's employees, contractors, guests, invitees, or licensees.
15. Occupant shall indemnify and hold Westphalia Parish Hall and Catholic Diocese of Austin, as well as their members, clergy, officers, agents, and employees, harmless from all claims, suits, liability, demands, damages, expenses, costs, liabilities, causes of action, judgments, or awards, whether groundless or not, which may occur or are alleged to have occurred, in whole or part, by or because of Occupants or Occupant's agents, employees, contractors, guests, invitees, or licensees. Occupant assumes all risk of damage or injury or death from any cause whatsoever.

Select	Rental	Parishioner	Non-Parishioner	Amount
<input type="checkbox"/>	Parish Hall	\$750	\$1,000	
<input type="checkbox"/>	Parish Hall (for Reunions)	\$500	\$500	
<input type="checkbox"/>	Parish Hall (for Funerals)	\$200	\$300	
<input type="checkbox"/>	Centennial Room	\$125	\$125	
<input type="checkbox"/>	Bar-B-Q Pit	\$100	\$100	
<input type="checkbox"/>	Security (4 hrs)	\$320	\$320	
<input type="checkbox"/>	A/C (after hours)	\$25/hour	\$25/hour	
			Total	
			Deposit	
			Balance Due	

Name _____

Function _____

Address _____

Date of Function _____

City, State _____

Phone _____

Email _____

I agree to the terms of this contract.

Renter

Date

Hall Manager

Date

Hall Manager: Andy Herzog – 254.217.0413

Physical Address: 144 CR 3000, Lott, TX 76656

Mailing Address: 127 CR 3001, Lott, TX 76656