

# St. John Hall Rental

## Frequently Asked Questions

### What size are the tables?

- **Parish Hall**
  - 5ft round tables that seat 6-8 people (24 available)
  - 6ft round tables that seat 8-10 people (10 available)
  - 8ft rectangle tables that seat 8-10 people
- **Family Center**
  - 5ft round tables that seat 6-8 people (50 available)
  - 8ft rectangle tables that seat 8-10 people
- **St. Joseph Hall**
  - 5ft round tables that seat 6-8 people (30 available)
  - 8ft rectangle tables that seat 8-10 people

### Do I need to setup tables?

The renter will be required to set up the hall to their desired configuration. Hall table and chair setup is available and must be scheduled two weeks in advance. There is a \$200 fee for table and chair setup.

### When can I get into the hall to decorate?

The contract states 10 am on the day of the rental.

### Can I get in the day before my rental to decorate?

There is a \$100 fee to access the hall the day before. There is never a guarantee that access is possible, each request is considered on an individual basis. Serving of food or beverages is not allowed on the day before.

### How will I get into the hall?

- The **Family Center** is open to the public on Saturdays at 8am-3pm therefore the doors are unlocked during that time frame. Your hall supervisor will be assigned to arrive 30 minutes prior to your guest arrival time to ensure that all doors are unlocked for your guests.
- The **Parish Hall** has a number key pad on the back door. You will be assigned a 4 digit combination for access to the building. It will be your responsibility to share that code with your vendors. Your hall supervisor will arrive 30 minutes prior to your guest arrival time to ensure that all doors are unlocked for your guests.
- The **St. Joseph Hall** renter is to call the hall supervisor, Kevin @ 810-423-0006 to make arrangements to pick up the key to the hall. The key must be picked up no later than 4pm on the Thursday prior to the event.

### What time do I need to be out of the hall the day of the rental?

Renters need to be cleaned up and out of the hall no later than 1:30 AM.

### What are my responsibilities for cleaning the hall?

The renter is responsible for clearing the tables, taking garbage to the dumpster and removing any items brought in. Under no circumstance is anything left over night. The renter is responsible for cleaning the kitchen and equipment after use and placing all cans, bottles, papers, and any other trash in the receptacles provided. The renter is to clean the stoves and ovens (if used) and mop the kitchen floor. The renter is responsible for cleaning the bar area including cleaning out the tap drains and mopping the bar floor area. Any trash in the parking lot is the renter's responsibility.

### Are there any restrictions on decorations?

Nothing is to be attached to the ceilings, walls, doors or lights in any manner. In the **Parish Hall** screw eyes are provided in the two brick walls and above the heating/air conditioning outlets for attachment of decorations/banners. These are the **only** points where hanging decorations may be placed. Do not attach anything to tables using tape. Ceiling draping must be pre-approved and will only be considered if done by a licensed, insured decorator.

**NO CONFETTI TYPE DECORATIONS are allowed.**

**CANDLES** - If candles are used, they must be enclosed in glass.

**BALLOONS** - If balloons are used in the decorating scheme, they must be secured so that they cannot become entangled with the ceiling rotating mirrored ball. If helium or other compressed gas is used, the tanks must be secured in compliance with Michigan State Law.

**Is Ice provided?**

Ice is provided with all functions.

**Do I need insurance?**

It is the policy of the Dioceses of the Province of Detroit (Michigan) that parishes, schools and institutions that allow outside organizations or individuals to rent or use its facilities for various one time "Special Events" require those organizations or individuals to purchase the "Special Events Insurance" protection offered through the MCC. Special Events Insurance provides protection for both the user of the facility as well as the parish or institution. It is intended to provide primary insurance protection thereby limiting the financial exposure to the Protected Loss Fund Program and the user of your facility. Special Events Insurance is administered through the MCC. The following terms and conditions apply subject to the master policy wording:

- Comprehensive General Liability \$1,000,000 Combined Single Limit
- Fire Legal Liability \$50,000 each occurrence
- Host Liquor Liability Included
- Additional Insureds Included
- Medical Payments \$10,000
- Property Damage Included (\$250 Deductible)

Premium: \$100.00 per event Policy Period: 24 Hours ( 1 Calendar Day )

**What is my caterer allowed to use?**

Caterers must bring all necessary utensils and serving dishes. They are allowed to use ovens, refrigerator, freezer and coffee pot.

**Please note that the Family Center cannot accommodate food cooking, just warming.**

**Are there any items for rent?**

- **Parish Hall** - Fountain pop machine with unlimited pop is available for rent - \$195  
Linens are available for rent – *please see linen price list*
- **Family Center** - Linens are available for rent – *please see linen price list*
- **St. Joseph Hall** - Linens are available for rent – *please see linen price list*

**Rental items must be paid 2 weeks in advance.**

**Are there any other restrictions?**

NO beverages that contain red dye.

**When will I receive my security deposit?**

The security deposit will be returned within 4 weeks of the rental. All above policies **must** be followed to receive full refund.