

**HOLY FAMILY - SAFFIN CENTER**  
**RENTAL AGREEMENT AND GUIDELINES**  
**BRENNAN ROOM**

**GENERAL INFORMATION**

The Saffin Center is available for rental to Holy Family parishioners and community organizations. Rental to anyone that is not a parishioner or to any outside persons or groups must be approved by the Pastor, Pastoral Administrator, or the Pastoral Council.

Capacity of the Brennan Room is 60 people.

Rental and scheduling information can be obtained from the parish office.

Set up is the responsibility of the renter. Holy Family maintenance staff may be able to assist if prior arrangements are made.

Renters must make their own arrangements for caterers, and decorations.

**KEYS AND SECURITY**

Arrangement for keys (or for the facility to be opened) must be made with the parish office when the rental contract is signed.

It is the renter's responsibility to secure all doors at the end of the event unless prior arrangements are made when the rental contract is signed.

It is the renter's responsibility to return the keys to the parish office on the first business day following the rental.

**CLASS REUNIONS**

We encourage and welcome Holy Family class reunions. The only charge will be a cleanup fee of \$25. We do ask for a \$100 damage deposit which should be received in the office at least one week prior to the reunion. The week following the reunion the maintenance staff will inspect the room for damages. If no damages are found the damage deposit will be refunded in full.

**ALCOHOLIC BEVERAGE CONTROL**

**Per Kentucky Revised Statutes – 243.020; 243.240; 243.250; 243.280:**

**IT IS ILLEGAL TO BRING ANY ALCOHOLIC BEVERAGES ON TO THIS LICENSED PREMISES OR TO TAKE ALCOHOLIC BEVERAGES FROM THIS LICENSED PREMISES**

## **Insurance Coverage**

The renter must provide liability insurance or purchase a onetime event policy through Catholic Mutual Insurance. If beer is being served the insurance coverage must be obtained through Catholic Mutual Insurance. A fee of \$95.00 (additional check made payable to Holy Family Catholic Church) is charged for \$1,000,000 coverage of liability insurance.

If beer is not served and the renter prefers to provide insurance through their insurance company or agent they may do so. In that case, minimum coverage must be at least \$500,000. A copy of the certificate of coverage must be in the Holy Family parish office at least 15 days prior to the event.

## **Additional Information**

- **SMOKING IS NOT PERMITTED WITHIN ANY HOLY FAMILY BUILDING**
- **In accord with Louisville Metro's amended Smoke-Free Ordinance (No. 083, Series 2017) Smoking is now prohibited 15 feet from the outside entrance to any building.**
- Tables and chairs are included in the rental fee
- Renter to set up the tables and chairs
- Decorations are responsibility of renter - use of tape or tacks on walls, tables or ceiling is not allowed.
- Kitchen use (cooking equipment, refrigeration) is available for an additional charge. Please see Fee Schedule for amount. If all food is prepared off site and brought to event ready to serve, no additional charge is required. Kitchen clean up is the responsibility of the renter and must be finished prior to the end of rental time. If kitchen is cleaned satisfactorily the cleaning fee will be refunded. Please see Fee Schedule for amount.
- Music is responsibility of renter. In consideration of the surrounding neighborhood, it is required that the noise level be kept at an acceptable level.
- Arrangements must be made with the church office for any access to building prior to actual rental time (i.e. caterers, DJ's, decorating, etc...

**Renting Party's Name** \_\_

**Address** \_\_

**City**\_\_

**State**\_\_

**Zip**\_\_

**Phone Number (day)**\_\_

**(evening)** \_\_

**Date of Event**\_\_

**Type of Event** \_\_

**Time of Event:**\_\_

**Number of Attendees:** \_\_

**Is Beer being Served Yes**\_\_

**No** \_\_

Saturday events must be concluded prior to 4:00 P.M. or must not start until 6:00 P.M. or after.  
Sunday events may not start prior to 11:30 A.M.. Any waivers or exceptions must be approved in advance by the Pastor, Pastoral Administrator, or Pastoral Council.

**Rental Rates and Fees**

<b>Brennan Room Rental Fees:</b>			
<b>Fee Description</b>	<b>Parishioners</b>	<b>Non-Parishioners</b>	<b>Total Fee</b>
Rental	\$50	\$150	
Insurance	\$95	\$95	
Damage Deposit	\$150	\$150	Refunded if no damage
Cleanup Fee	\$50	\$50	Refunded if renter cleans satisfactorily
Bar Deposit	Projected can usage * \$2.50	Projected can usage * \$2.50	Will be adjusted after event based on actual usage
Kitchen Usage	\$50	\$150	
Kitchen Cleanup	\$50	\$100	Refunded if renter cleans satisfactorily
		<b>TOTAL</b>	

A deposit of \$100 is due at contract signing. Balance is due no later than one month prior to rental date. If rental is cancelled more than 30 days prior to the rental date a full refund will be given. If less than 30 days prior to the rental 1/2 of deposit will be returned.

A Damage Deposit of \$150.00 is required. An inspection of the rented area will be conducted following the rental. If no damages are found the damage deposit will be refunded in full. If damage occurs repair costs will be deducted from the Damage Deposit and the remaining balance,

if any, will be refunded.

Should the renter become aware of any damages during the event pictures should be taken, if possible. Also, a damage report, found on a clipboard in the room, should be filled out.

A clean-up fee of \$50.00 is charged. The fee will be refunded if the renter cleans satisfactorily.

**If beer is served it must be purchased through Holy Family.** A beer deposit will be required based on the projected can usage X \$2.50. Refunds or additional charges will handled after the event based on actual usage. All beer must be served by a Holy Family bartender. This is to ensure ABC regulations are followed and the proper use and care of equipment. The rate for a bartender is \$10 per hour.

Beer/Can \$2.50 per beer - Budweiser, Bud Light, Miller Lite and Coors Light are available.

Beer/Keg \$180 per keg plus an additional \$2.50 per sleeve of cups (50 per sleeve)

Soft Drinks \$1.00 per can or cup (Pepsi products)

As renters of Holy Family property, we agree to protect, indemnify and hold harmless the Archdiocese/Diocese of Louisville from any and all loss, cost damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless the Archdiocese/Diocese and Holy Family from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

The renting party further agrees not to hold Holy Family or its representatives responsible for any injury or accident arising from the use of the premises.

I (we) agree to accept the conditions set forth in this contract:

Rental Party – Printed Name

Signature

Date

Holy Family Rental Agent – Printed Name

Signature

Date

**FOR OFFICE  
USE  
ONLY**

**Deposit Check#**  
Date  
Amount

**Rental Check#**  
Date  
Amount

**Insurance Check#**  
Date  
Amount

**Bar Check#**  
Date  
Amount

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