

**Rental Agreement for St. Clement Roman Catholic Church Pavilion
(One Day Rental)**

St. Clement Parish Office
114 Lindberg Avenue
Johnstown, PA 15905
(814) 255-4422

Lessee: _____

Mailing Address: _____

Daytime Phone: _____ Cell Phone: _____

Event Date: _____ Event Time: _____ Start _____ End _____

Description of Event: _____

Number of guests: _____ Liquor Served _____ Yes _____ No

1. Rental Charge: \$350.00 plus \$100.00 Security Deposit—Total \$450.00

Checks made payable to: St. Clement Church—please provide separate checks for the security deposit and rental fee. The security deposit check will be returned to you provided the rental requirements listed below meet the satisfaction of the Lessor after the conclusion of the event.

Lessee must purchase Diocesan Liability Insurance IF alcoholic beverages are to be served. Cost is \$100.00. This cost is in addition to and separate from the rental charge. Checks for the cost of the liability insurance should be made payable to: Diocese of Altoona-Johnstown.

Rental includes:

1. Use of Picnic Tables, Folding tables, and chairs
2. Use of Kitchen
3. Use of Restrooms
4. Garbage Bags

2. Rental Requirements:

- A. The Lessee must sign a special event lease as per directive of the Diocese.
- B. No charcoal or gas grills are permitted on the pavilion floor.
- C. Garbage shall be placed in lined garbage barrels. Garbage bags must be removed from barrels and tied up at the conclusion of the event. The bags of garbage shall be taken down to the dumpster by the renter.
- D. If there is an unnecessary discharge of fire extinguishers the Lessee shall be charged the cost of refilling and recharging the fire extinguishers.

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- E. If the picnic tables are moved, they must be returned to their original location at the conclusion of the event.
- F. All pots, pans, and utensils shall be washed, dried, and returned to their original location in the kitchen. Countertops shall be wiped clean at the conclusion of the event.
- G. Folding tables and chairs are located in the storage room. If used for the event, they must be folded and returned to their original location in the storage room at the conclusion of the event.
- H. All beverages must be in cans, plastic bottles, or boxes. No glass beverage containers are permitted.
- I. Lessee is solely responsible for any decorations. Decorations may be of any type or design if installation and placement do not damage the leased facility. Damages resulting from decorating will be borne by the Lessee. **Nails, tacks, and permanent tape are prohibited from use.** Lessee is responsible for removal of all decorations and belongings at the conclusion of the event. **Please make sure temporary tape is removed from underneath the tables if used.**
- J. The Lessee shall be liable for any damage done to the grounds, buildings, etc. The Lessee shall pay the cost of the repair or replacement.
- K. An event shall not start prior to 8:00 AM the morning of the event nor last later than 10:00 PM the evening of the event.
- L. Parking for an event scheduled for Saturday or prior to 11:00 AM on Sunday shall be on the playground and in the field adjacent to the pavilion. No driving or parking is permitted in the grassy area between the playground and the pavilion or on the pavilion floor. Parking is permitted in the church/school parking lot below the pavilion for events scheduled only on days other than Saturday or starting after 12 noon on Sunday.
- M. Opening and closing of the Pavilion on the day of the event shall be done by a person designated by the Lessor. The Lessee or his/her representative is encouraged to be present at those times as well to inspect the Pavilion with the Lessor.
- N. Cancellation of the reservation by Lessee less than **14 days** prior to the start of the event shall result in the loss of the entire security deposit. One-half of the security deposit shall be returned to the Lessee if the reservation is cancelled 14 or more days prior to the scheduled start of the event.
- O. The security deposit shall be returned to the Lessee no later than seven (7) days after the conclusion of the event provided that all the aforementioned Rental Requirements have been met to the satisfaction of the Lessor following an inspection of the premises by the Lessor.

Date: _____

LESSEE

Date: _____

LESSOR