

**ST. CATHERINE HALL
RULES AND REGULATIONS WHEN RENTING**

- 1) All of your decorations and other belongings must be removed from the hall on the same day or evening of your event.
- 2) All staples, thumbtacks, tape, etc. must be removed.
- 3) All paper and trash must be removed from the hall and placed in the dumpster on the North side of the building.
- 4) Mop up all spills and sweep floors.
- 5) No foreign substance is to be used on the floor. This includes dance floor wax, cornmeal, talcum powder or similar items.
- 6) No birdseed, rice or similar substances allowed in the hall.
- 7) Absolutely no helium balloons are allowed in the hall. If helium balloons are used in the hall and they go to the ceiling and get caught on the lights or fans, you will be held responsible for the payment of having a contractor come to the hall to remove them. By signing this contract, all expenses incurred for removal of the balloons will be your responsibility.
- 8) No BYOB allowed! The insurance policy is in your name. The Michigan Liquor License Laws are to be observed...that is, no drinks after 2:00a.m. The front door must be locked by 2:00a.m. with no admittance to anyone. NO ALCOHOLIC BEVERAGES ALLOWED OUTSIDE.
- 9) All windows and doors must be closed and locked upon leaving.
- 10) All lights must be turned off.
- 11) Make sure the grounds surrounding the hall are cleaned up. This includes the shoulders of the road.
- 12) Make sure your caterer has cleaned the stove in the kitchen. Be sure all the countertops are cleaned before you leave.
- 13) Wash all the tables and make sure the chair seats are cleaned.
- 14) Take down all tables and chairs and place them in the racks and back in the pole barn.
- 15) Return the key to the Rectory, and hang it up on the hook inside the closet door found in the breezeway. Key must be left on the same day as your event, after locking up the hall.

NOTE: ANY DAMAGE TO THE HALL OR PLAYGROUND EQUIPMENT WILL BE BILLED TO YOU. IF ALL THE RULES AND REGULATIONS ABOVE ARE FOLLOWED, YOU WILL RECEIVE A \$100.00 REFUND BY MAIL WITHIN 30 DAYS AFTER EVENT.

I AGREE TO THE ABOVE RULES AND REGULATIONS:

NAME _____ DATE _____