



THE CHURCH OF SAINT WILLIAM

6120 5TH STREET NE, FRIDLEY MN 55432

FACILITIES GUIDE—revised 2/2008

For reservation information or questions

Email: mjrozek@stwilliams.com or call 763.571.5600

FACILITY INFORMATION

Rooms and capacity:

<i>Keefe Hall</i>	<i>100-250 people (sit-down dinner)</i>
<i>Keefe Hall Annex</i>	<i>100 people (sit-down dinner)</i>

- The Church of St. William is handicapped accessible and totally smoke free. Designated smoking areas can be found outside of the entrance to Keefe Hall and by the lower elevator door.
- Those renting space must be 21 years old.
- Groups may use the kitchen as needed for their function, whether they're bringing in food themselves, having it delivered, or having it privately catered. Kitchen facilities include a coffee urn, stove and ovens, refrigerator, dishwasher, and dining and serving dishes. **We DO NOT provide ICE.**
- The Church is not responsible for lost or stolen articles (i.e. purses, gifts left in cars, personal articles in bride's dressing area, etc.) In other words, BE AWARE, TAKE CARE.
- The Church of St. William reserves the right to deny the use of its facilities to any individual, group or organization.

We are pleased to extend the use of our facilities for personal events and functions. Dates that have not been reserved for church-affiliated events may be booked by parishioners. We currently do not allow outside rentals of our facilities. No form of fundraising is permitted.

EVENTS:

- Up to 50 people: \$50.00 per hour
- 51 to 125 people: \$75.00 per hour
- Optional: Pre-wedding setup (day before wedding if renting hall for reception) (maximum 4.0 hours) \$100.00
- Wedding Rehearsal dinner (maximum 4.5 hours) \$200.00
- Wedding Reception (opens one hour prior to guest arriving) \$900.00

Event prices include the use of Keefe Hall, Annex, and/or Kitchen

You are required to bring your own cleaning supplies or other paper products that you will need.

DEPOSITS

- A **\$300.00 refundable deposit** for maintenance and damage, payable to the Church of St. William is required and must accompany the signed rental agreement. The deposit will be refunded if the facility is left in a clean and orderly fashion. Deposit will be returned the day of the rental once the rental clean up procedure sheet is completed and verified by the on-site staff person.
- For **wedding receptions, an additional \$150.00 reservation deposit is required.** Deposit will be returned the day of the rental once the rental clean up procedure sheet is completed and verified by the on-site staff person.
- Full payment is due two weeks prior to the event.
- The Church reserves the right to release a reserved date if the signed rental agreement and required deposits are not received within thirty (30) days.
- A Facilities Rental Clean Up Procedures form must be signed with rental agreement. **YOU MUST HAVE PEOPLE LINED UP TO CLEAN AFTER YOUR EVENT! and clean up time should go no more than one hour after rental is completed.**

- Approved use of the facility for events and activities is limited to the space actually reserved, including the nearest bathroom facilities.
- Groups using the facilities are expected to leave the space clean and in good order. Tables should be wiped clean, tablecloths folded and put away, and debris on the floor swept up. Dishes and utensils used must be washed and put away, coffee pots cleaned, appliances and countertops wiped down and all trash put in the outside receptacle. Failure to meet these expectations will result in forfeiture of the deposit.
- All goods, supplies and other property of the renter must be removed by the event end time. The Church of St. William will not be liable for any damages or loss to property not removed.
- For the safety of guests, no rice, sand, or bird seed is allowed inside or outside the premises.
- Events must end by 11:00 p.m.
- The renter is responsible for the acts and conduct of those attending the event and using the premises by their invitation. The Church may require additional security, depending on the size and type of activity. The cost of hired security will be the responsibility of the renter.
- Security is required for all wedding receptions.
- The renter is responsible for their desired set-up, under the direction of the Facilities On-Site Staff person for the event. Renter is responsible to have a crew lined up to do the setup.
- The renter is responsible to return the "rented space" back to its original setup (tables, chairs, misc. items) after the event.

USE OF ALCOHOL

- Wine and beer are permitted in Keefe Halls only and may not be taken out of the building during an event. Use of alcohol on the outside grounds or parking lots is prohibited.
 - The renter must be on the premises at all times when alcohol is being served. Failure to do so may result in the removal of alcohol, termination of the function, and forfeiture of the damage deposit.
 - Law forbids the sale of liquor or serving to minors (under 21 years of age).
- Alcoholic beverages must be dispensed from one location by one person, paid bartender or friend, who will be responsible for pouring drinks. The bar attendant should not consume any alcohol for three hours prior to and while tending bar.

DECORATIONS

- Signs and banners are welcome but must be affixed with blue painters tape.
- Sand, rice or bird seed should not be used to weight down helium balloons. Candy or metal washers work well.
- Candles are permitted if the flame is enclosed, i.e., votive, chimney.
- Items and/or decorations affixed to any walls in the church building may not be removed or taken down.
- Renter will not injure, mar or deface St. William's or permit nails, tacks or pins to be used in any part of the facility.

INSURANCE REQUIREMENTS

- If over 70 people will attend the function, the renter needs to provide a certificate of insurance with a liability minimum of \$500,000. The Church of St. William must be named as additional insured on the certificate for the event.
- If alcohol is being served for any size event, a certificate of insurance is required, clearly stating that the renter has host liquor and general liability coverage of \$500,000. The Church of St. William must be named as additional insured on the certificate.

MISCELLANEOUS

- No individual, group, event functions or activity that is in any manner inconsistent with, in opposition to, or that ridicules the teachings, philosophy, principles and tenants of the Roman Catholic Church or The Church of St. William, as solely determined by The Church of St. William, shall be allowed.
- The renter will agree that every person connected with the event shall abide by, conform to, and comply with all applicable statutes, laws, rules and ordinances, and will not do anything in violation of any such statutes, rules, laws or ordinances.
- St. William reserves the right to refuse entry to or evict any objectionable person from the property. The renter waives any right and all claims for damages. Fundraisers are not allowed.
- St. William assumes no responsibility whatsoever for any property, renter or event patrons. St. William is hereby expressly released and discharged from any and all loss, injury or damage to persons or property that may be sustained.