

**Mary, Gate of Heaven Parish
Saint Mary Parish Center Property
45 Church St.
Windsor Locks, CT 06096**

TERMS AND GENERAL INFORMATION

WE REQUEST ALL TO READ THE BELOW TERMS AND CONDITIONS BEFORE BOOKING A DATE. IF YOU WISH TO RENT OR HAVE ANY QUESTIONS PLEASE CALL **JUDITH FRITZ AT (860) 623-5020**.

RENTAL FEES: (Four-hour increments)	REGISTERED PARISHIONERS	Windsor Locks Non-Profit ORGANIZATIONS
MAIN HALL/GATHERING SPACE	\$300.00	\$400.00
MEETING ROOMS	\$ 60.00	\$ 90.00
SECURITY/DAMAGE/ EXCESSIVE CLEANUP DEPOSIT	\$250.00	\$400.00
LIABILITY INSURANCE	\$110.00	\$110.00

WEEKEND SET UP (by maintenance if required) \$30.00 per hour.

1. DEPOSIT: A one-half deposit is requested at the time of booking with the contract and the remainder is payable **30 DAYS AFTER BOOKING EVENT and/or 2 WEEKS before EVENT** whichever date occurs first.

- **Please note:** The renter is responsible for any excessive damage to the building, contents, and property incurred during the rental. If no damage, check will be refunded.
- Make Deposit check payable to **MARY, GATE OF HEAVEN PARISH**. A separate Rental check is needed.

2. LIABILITY INSURANCE: Individuals renting the hall **MUST HAVE** liability insurance coverage. Most organizations have this coverage through their insurance agent. Individuals can purchase for \$110 a one-event coverage through the Archdiocese of Hartford (see ***application form***). Coverage must be for \$ 1,000,000 and ensures the individual holding the event against any possible liability claims, including **liquor liability (if served)**. This certificate of insurance must be presented **15 days before** the event to the Center Administrator. The sale of alcoholic beverages is not allowed without a state permit. Make check payable to the **ARCHDIOCESE OF HARTFORD**.

3. ARRIVALS AND DEPARTURES: You may have access to the hall up to 30 minutes before the start of your event and 30 minutes for cleanup. **ALL EVENING EVENTS INCLUDING CLEAN UP MUST CONCLUDE by 9:00 PM.** This means the renters' event must end by **8:30 PM** and the renter gets 30 minutes for clean-up. **ALL PERSONS MUST BE OUT OF SAINT MARY PARISH CENTER BY 9:00 PM.** If you feel more time is needed, please contact our Center Administrator.

4. SPECIAL NOTES:

- We have the right to accept or reject any booking request.
- St. Mary Parish Center is not available for pre-wedding or wedding receptions.
- There is no charge to Mary, Gate of Heaven parish groups doing parish-sponsored events, classes, and meetings.
- Rental fees are not applicable for parishioners for funeral receptions. (Donations appreciated)
- If renting the conference room and also using a meeting room, rental rates for all areas being used must be purchased.
- St Mary Parish Center hall is not responsible for misplaced items.
- Bookings will not be confirmed until the Center Administrator confirms it.

Initial: _____ Date: _____

**Mary, Gate of Heaven Parish
Saint Mary Parish Center Property
45 Church St.
Windsor Locks, CT 06096**

TERMS AND GENERAL INFORMATION

WE REQUEST ALL TO READ THE BELOW TERMS AND CONDITIONS BEFORE BOOKING A DATE. IF YOU WISH TO RENT OR HAVE ANY QUESTIONS PLEASE CALL **JUDITH FRITZ AT (860) 623-5020**.

RENTAL FEES: (Four-hour increments)	REGISTERED PARISHIONERS	Windsor Locks Non-Profit ORGANIZATIONS
MAIN HALL/GATHERING SPACE	\$300.00	\$400.00
MEETING ROOMS	\$ 60.00	\$ 90.00
SECURITY/DAMAGE/ EXCESSIVE CLEANUP DEPOSIT	\$250.00	\$400.00
LIABILITY INSURANCE	\$110.00	\$110.00

WEEKEND SET UP (by maintenance if required) \$30.00 per hour.

1. DEPOSIT: A one-half deposit is requested at the time of booking with the contract and the remainder is payable **30 DAYS AFTER BOOKING EVENT and/or 2 WEEKS before EVENT** whichever date occurs first.

- **Please note:** The renter is responsible for any excessive damage to the building, contents, and property incurred during the rental. If no damage, check will be refunded.
- Make Deposit check payable to **MARY, GATE OF HEAVEN PARISH**. A separate Rental check is needed.

2. LIABILITY INSURANCE: Individuals renting the hall **MUST HAVE** liability insurance coverage. Most organizations have this coverage through their insurance agent. Individuals can purchase for \$110 a one-event coverage through the Archdiocese of Hartford (see ***application form***). Coverage must be for \$ 1,000,000 and ensures the individual holding the event against any possible liability claims, including **liquor liability (if served)**. This certificate of insurance must be presented **15 days before** the event to the Center Administrator. The sale of alcoholic beverages is not allowed without a state permit. Make check payable to the **ARCHDIOCESE OF HARTFORD**.

3. ARRIVALS AND DEPARTURES: You may have access to the hall up to 30 minutes before the start of your event and 30 minutes for cleanup. **ALL EVENING EVENTS INCLUDING CLEAN UP MUST CONCLUDE by 9:00 PM.** This means the renters' event must end by **8:30 PM** and the renter gets 30 minutes for clean-up. **ALL PERSONS MUST BE OUT OF SAINT MARY PARISH CENTER BY 9:00 PM.** If you feel more time is needed, please contact our Center Administrator.

4. SPECIAL NOTES:

- We have the right to accept or reject any booking request.
- St. Mary Parish Center is not available for pre-wedding or wedding receptions.
- There is no charge to Mary, Gate of Heaven parish groups doing parish-sponsored events, classes, and meetings.
- Rental fees are not applicable for parishioners for funeral receptions. (Donations appreciated)
- If renting the conference room and also using a meeting room, rental rates for all areas being used must be purchased.
- St Mary Parish Center hall is not responsible for misplaced items.
- Bookings will not be confirmed until the Center Administrator confirms it.

Initial: _____ Date: _____

**Mary, Gate of Heaven Parish
Saint Mary Parish Center Property
45 Church St.
Windsor Locks, CT 06096**

TERMS AND GENERAL INFORMATION

WE REQUEST ALL TO READ THE BELOW TERMS AND CONDITIONS BEFORE BOOKING A DATE. IF YOU WISH TO RENT OR HAVE ANY QUESTIONS PLEASE CALL **JUDITH FRITZ AT (860) 623-5020**.

RENTAL FEES: (Four-hour increments)	REGISTERED PARISHIONERS	Windsor Locks Non-Profit ORGANIZATIONS
MAIN HALL/GATHERING SPACE	\$300.00	\$400.00
MEETING ROOMS	\$ 60.00	\$ 90.00
SECURITY/DAMAGE/ EXCESSIVE CLEANUP DEPOSIT	\$250.00	\$400.00
LIABILITY INSURANCE	\$110.00	\$110.00

WEEKEND SET UP (by maintenance if required) \$30.00 per hour.

1. DEPOSIT: A one-half deposit is requested at the time of booking with the contract and the remainder is payable **30 DAYS AFTER BOOKING EVENT and/or 2 WEEKS before EVENT** whichever date occurs first.

- **Please note:** The renter is responsible for any excessive damage to the building, contents, and property incurred during the rental. If no damage, check will be refunded.
- Make Deposit check payable to **MARY, GATE OF HEAVEN PARISH**. A separate Rental check is needed.

2. LIABILITY INSURANCE: Individuals renting the hall **MUST HAVE** liability insurance coverage. Most organizations have this coverage through their insurance agent. Individuals can purchase for \$110 a one-event coverage through the Archdiocese of Hartford (see ***application form***). Coverage must be for \$ 1,000,000 and ensures the individual holding the event against any possible liability claims, including **liquor liability (if served)**. This certificate of insurance must be presented **15 days before** the event to the Center Administrator. The sale of alcoholic beverages is not allowed without a state permit. Make check payable to the **ARCHDIOCESE OF HARTFORD**.

3. ARRIVALS AND DEPARTURES: You may have access to the hall up to 30 minutes before the start of your event and 30 minutes for cleanup. **ALL EVENING EVENTS INCLUDING CLEAN UP MUST CONCLUDE by 9:00 PM.** This means the renters' event must end by **8:30 PM** and the renter gets 30 minutes for clean-up. **ALL PERSONS MUST BE OUT OF SAINT MARY PARISH CENTER BY 9:00 PM.** If you feel more time is needed, please contact our Center Administrator.

4. SPECIAL NOTES:

- We have the right to accept or reject any booking request.
- St. Mary Parish Center is not available for pre-wedding or wedding receptions.
- There is no charge to Mary, Gate of Heaven parish groups doing parish-sponsored events, classes, and meetings.
- Rental fees are not applicable for parishioners for funeral receptions. (Donations appreciated)
- If renting the conference room and also using a meeting room, rental rates for all areas being used must be purchased.
- St Mary Parish Center hall is not responsible for misplaced items.
- Bookings will not be confirmed until the Center Administrator confirms it.

Initial: _____ Date: _____

**Mary, Gate of Heaven Parish
Saint Mary Parish Center Property
45 Church St.
Windsor Locks, CT 06096**

TERMS AND GENERAL INFORMATION

WE REQUEST ALL TO READ THE BELOW TERMS AND CONDITIONS BEFORE BOOKING A DATE. IF YOU WISH TO RENT OR HAVE ANY QUESTIONS PLEASE CALL **JUDITH FRITZ AT (860) 623-5020**.

RENTAL FEES: (Four-hour increments)	REGISTERED PARISHIONERS	Windsor Locks Non-Profit ORGANIZATIONS
MAIN HALL/GATHERING SPACE	\$300.00	\$400.00
MEETING ROOMS	\$ 60.00	\$ 90.00
SECURITY/DAMAGE/ EXCESSIVE CLEANUP DEPOSIT	\$250.00	\$400.00
LIABILITY INSURANCE	\$110.00	\$110.00

WEEKEND SET UP (by maintenance if required) \$30.00 per hour.

1. DEPOSIT: A one-half deposit is requested at the time of booking with the contract and the remainder is payable **30 DAYS AFTER BOOKING EVENT and/or 2 WEEKS before EVENT** whichever date occurs first.

- **Please note:** The renter is responsible for any excessive damage to the building, contents, and property incurred during the rental. If no damage, check will be refunded.
- Make Deposit check payable to **MARY, GATE OF HEAVEN PARISH**. A separate Rental check is needed.

2. LIABILITY INSURANCE: Individuals renting the hall **MUST HAVE** liability insurance coverage. Most organizations have this coverage through their insurance agent. Individuals can purchase for \$110 a one-event coverage through the Archdiocese of Hartford (see ***application form***). Coverage must be for \$ 1,000,000 and ensures the individual holding the event against any possible liability claims, including **liquor liability (if served)**. This certificate of insurance must be presented **15 days before** the event to the Center Administrator. The sale of alcoholic beverages is not allowed without a state permit. Make check payable to the **ARCHDIOCESE OF HARTFORD**.

3. ARRIVALS AND DEPARTURES: You may have access to the hall up to 30 minutes before the start of your event and 30 minutes for cleanup. **ALL EVENING EVENTS INCLUDING CLEAN UP MUST CONCLUDE by 9:00 PM.** This means the renters' event must end by **8:30 PM** and the renter gets 30 minutes for clean-up. **ALL PERSONS MUST BE OUT OF SAINT MARY PARISH CENTER BY 9:00 PM.** If you feel more time is needed, please contact our Center Administrator.

4. SPECIAL NOTES:

- We have the right to accept or reject any booking request.
- St. Mary Parish Center is not available for pre-wedding or wedding receptions.
- There is no charge to Mary, Gate of Heaven parish groups doing parish-sponsored events, classes, and meetings.
- Rental fees are not applicable for parishioners for funeral receptions. (Donations appreciated)
- If renting the conference room and also using a meeting room, rental rates for all areas being used must be purchased.
- St Mary Parish Center hall is not responsible for misplaced items.
- Bookings will not be confirmed until the Center Administrator confirms it.

Initial: _____ Date: _____