

HISTORIC ST. JOSEPH CATHOLIC CHURCH

Parish Hall Reservation – Rental Form

TO BE COMPLETED BY OFFICE MANAGER ONLY				
1. Please Select One:	Parish Organization <input type="checkbox"/>	Extra-Parish Organization <input type="checkbox"/>	Individual Parishioner <input type="checkbox"/>	Non-Parish Group <input type="checkbox"/>
2. Name of Function				
3. Date(s) and Time(s):				
4. Contact Person:			Pastor Approval:	
5. Contact Cell	6. Contact Email			
7. Check all that apply	Reserve Kitchen <input type="checkbox"/>	Coordinator <input type="checkbox"/>	Move Furniture <input type="checkbox"/>	Police Officer <input type="checkbox"/>
	Alcohol Served <input type="checkbox"/>	Food Served <input type="checkbox"/>	Alcohol Sold <input type="checkbox"/>	Fundraiser <input type="checkbox"/>
Fees	Parish Org.	Extra-Parish Org.	Parishioner	Non-Parish Gr.
Hall Rental	\$0.00	\$0.00	\$325.00	\$625.00
Refundable Security Deposit	\$0.00	\$100.00	\$100.00	\$125.00
Liability Insurance	N/A (unless serving alcohol)	\$100.00 Required	\$100.00 Required	\$100.00 Required
Total				
8. Office Manager:			9. Today's Date:	
10. Pastor's Signature				
<p>I have read and understand the Hall Usage Policy of Historic St. Joseph Catholic Church. I agree to comply with all policies, rules and regulations as stipulated in the said policy document. Furthermore, the assessed fees have been explained to me and I agree to pay the above designated total in accord with the Hall Usage Policy. I and those who will be attending the event to be held on the premises of Historic St. Joseph Catholic Church agree to comply peacefully with instructions and directions given by the Coordinator and/or "Person-In-Charge" designated above in number 4 and approved by the Pastor of Historic St. Joseph Catholic Church.</p> <p>PRINT NAME: _____</p> <p>SIGNATURE: _____ DATE: _____</p> <p>Other Comments/Notes:</p>				

All fees and/or remaining balances are due two weeks prior to the scheduled event. If the fees are not received by such time, the event is subject to cancellation with forfeiture of all funds received.

Address: 140 W. Government St. Pensacola, FL 32502

Email: office@stjoepns.org

Phone: 850-436-6461