

## Church of the Assumption Parish

### Use of the Parish Center / Providence Room for PRIVATE EVENTS

#### **WHO may use the Parish Center / Providence Room?**

**Registered Parishioners** may use the Parish Center main Hall and/or Providence Room for the following purposes:

- Wedding Receptions (where the bride/bride's family or groom/groom's family are registered parishioners)
- Baptism, Anniversary, Birthday & Retirement Parties, showers (wedding, baby, etc.) for registered parishioners.
- Family Reunions and Funeral family gatherings of registered parishioners.
- Assumptions School Class Reunions or OLG events.
- Special community events with permission of the pastor.

#### **WHEN can the Parish Center / Providence Room be reserved?**

The Parish Center/Providence Room may be reserved for Friday, Saturday or Sunday afternoons/evenings.

The Parish Center/Providence Room may be reserved for 4 hour periods.

All activities must be over by 12:00am / midnight.

#### **What is the COST to use the Parish Center Main Hall (Gym) or Providence Room?**

- The cost to use of the Main Hall (Gym – Capacity 400) for 4 hours is \$275.00 (payable to Assumption)
  - o Note – The Archdiocese of Cincinnati additionally requires that any parishioner using a parish facility for a personal event obtain a \$1,000,000 liability insurance policy for the evening at a cost of \$125 (see “Application for Special Events Coverage”) – payable to Arthur J. Gallagher Risk Management Services 15 days prior to the event.
  - o Total Rental Cost - \$400 (\$275 to Assumption + \$125 for insurance)
- The cost to use the Providence Room (Capacity 75) for 4 hours is \$50.00.
  - o Note: Use of the Providence Room also requires the \$125 insurance policy mentioned above
  - o Total Rental Cost - \$175 (\$50 to Assumption + \$125 for insurance)
- ½ of this fee is payable when making your reservation, the remainder of the hall fee (and any additional charges) is payable 1 month before the event.
- **Damage/Cleanup Deposit** - Parishioners will also be required to provide a damage/cleanup deposit check in the amount of \$500.00 to reserve the main Hall and/or \$100 to reserve the Providence Room. The damage deposit check will not be cashed and will be returned, unless there is damage or loss to the parish, or excessive clean-up cost, arising from the gathering. You are asked to restore the hall/Providence Room and restrooms to their previous condition.  
*NOTE: The deposit check must be dated for the day of the event.*
- **Additional charges** – Please see page Reservation Form for a detailed list of services provided, or available, and the associated charges.

**Parishioners** who wish to use the Parish Center are required to sign the ***Indemnity and Hold Harmless Agreement*** accepting responsibility for any negligent act or negligent oversight related to the gathering. The agreement specifically releases Church of the Assumption Parish, the Archdiocese of Cincinnati and the Archbishop from any liability arising from the use of the parish facilities.

**Parishioners** will remove all personal belongings and other items brought to the gathering promptly. Arrangements must be made in advance to leave any items at the parish after the gathering is over.

Assumption Parish facilities are made available so our parishioners can enjoy their use. In return, Parishioners are expected to exercise good stewardship in time, talent and treasure when using our facilities and act responsibly regarding alcohol beverages and noise control.

The Parish Center may be scheduled *only* through the parish office. Please call 521-7274 or stop by the office if you have questions or require additional information.

## Church of the Assumption

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### Parish Center Rules Of Usage

#### Usage:

- All persons in attendance shall be permitted to use only the hall proper, restrooms, walk-in box and ice making machine in the concession area.
- No one is permitted in the church or the school building during your event.
- Children are not permitted on the stage or in the concession area.

#### Decorations:

- Temporary decorations are permitted provided they do not damage the finish of the surface to which they are attached.
- All candles must be safely enclosed.
- Rice, Birdseed, etc. may not be thrown at weddings.
- Confetti and glitter may not be used.
- Removal of all tape and mounting items upon completion.
- NOTE: For weddings and anniversaries, there are a number of items available that have been used for past events that were donated to the parish that are available for use.

#### Smoking

- No smoking

#### Gambling

- There shall be no gambling on the premises.

#### Entertainment:

- Bands or DJ's may not warm up or run a sound check while a Mass is in progress.
- Entertainment shall conform to acceptable Christian standards.
- Final call on music is 12 a.m. / midnight.

#### Alcohol:

- The Parishioner will be responsible for any alcoholic beverages served and for controlling the amount served to any one person.
- No minor shall be permitted to consume alcoholic beverages.
- Alcoholic beverages may be consumed only in the hall proper.
- **NOTE: SALE of beer or other alcoholic beverages requires an additional \$400 insurance policy. "SALE" is interpreted as sold by the drink or as part of an admission price. Contact the parish office for additional information.**

#### Clean-up:

- Removal of all personal items, decorations and food shall be the responsibility of the Parishioner.
- Assumption is not responsible for personal items that are lost, damaged or stolen.



**Church of the Assumption Parish**

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**Indemnity and Hold Harmless Agreement**

This indemnity and Hold Harmless Agreement (Agreement) is made on the date indicated below by the Church of the Assumption parishioner who is identified below, and who signs below (Parishioner), in favor of the parties named in the Agreement.

**Parishioner's Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Home Telephone** \_\_\_\_\_ **Work Telephone** \_\_\_\_\_  
**Date of Event** \_\_\_\_\_ **Hours** \_\_\_\_\_\*  
**Type of Event** \_\_\_\_\_ **Number of People Expected** \_\_\_\_\_  
**Parish Facilities Used** \_\_\_\_\_

**All receptions must be over by 12:00 a.m. / Midnight**

For valuable consideration, the receipt of which is hereby acknowledged, the undersigned parishioner, identified above, hereby agrees to indemnify, protect, save and hold harmless **Church of the Assumption Parish, and the Archbishop of Cincinnati and his successors, including (but not limited to) the Trustee for Church of the Assumption Parish, and the Archdiocese of Cincinnati, and Gallagher Basset Insurance Service** ( herein jointly, severally and collectively referred to as **Archdiocese**), along with their respective representatives, agents, officers and employees, from and against any and all damages, claims, losses, costs and expenses, arising out or connected with the use of the property or premises of the **Archdiocese** by parishioner or by any of Parishioner's agents, employees, invitees, representatives or guests, which use results in any damage or injury(or alleged damage or injury) of any nature whatsoever to any person or to any property.

Parishioner hereby agrees the Parishioner shall exercise maximum care in the use of said property and premises to avoid accidents or occurrences that might cause injury to persons or property. In the event that any claim is made or alleged against the **Archdiocese** by any person or business (including governmental agencies) arising out of or connected with the use of said property or premises by Parishioner or by any of Parishioner's agents, employees, invitees, representatives or guests, it is expressly agreed that Parishioner (upon receipt of written notice of the claim) shall assume and take over the defense of each and every such claim promptly, and Parishioner shall pay all attorney's fees, verdicts, judgments, settlement payments, court costs, court reporter costs, and any and all other costs and expenses whatsoever arising in connection with such claim and defense.

Parishioner has read this Agreement and understands that this is a lawful and valid agreement. By signing below, Parishioner intends to be bound by the terms of this Agreement

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
**Parishioner Signature**

**Assumption Parish  
Parish Center Rental**

**Final Statement**

Name of Parishioner: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Facility Requested      \_\_\_\_\_ Main Hall      \_\_\_\_\_ Providence Room      \_\_\_\_\_ Both

Facility Rental Fee

	Quantity	Price	Total Price
Facility Rental Fee			
Beer – ½ Barrel			
Soft Drinks & Water			
DAMAGE Charge			

**TOTAL:** \_\_\_\_\_

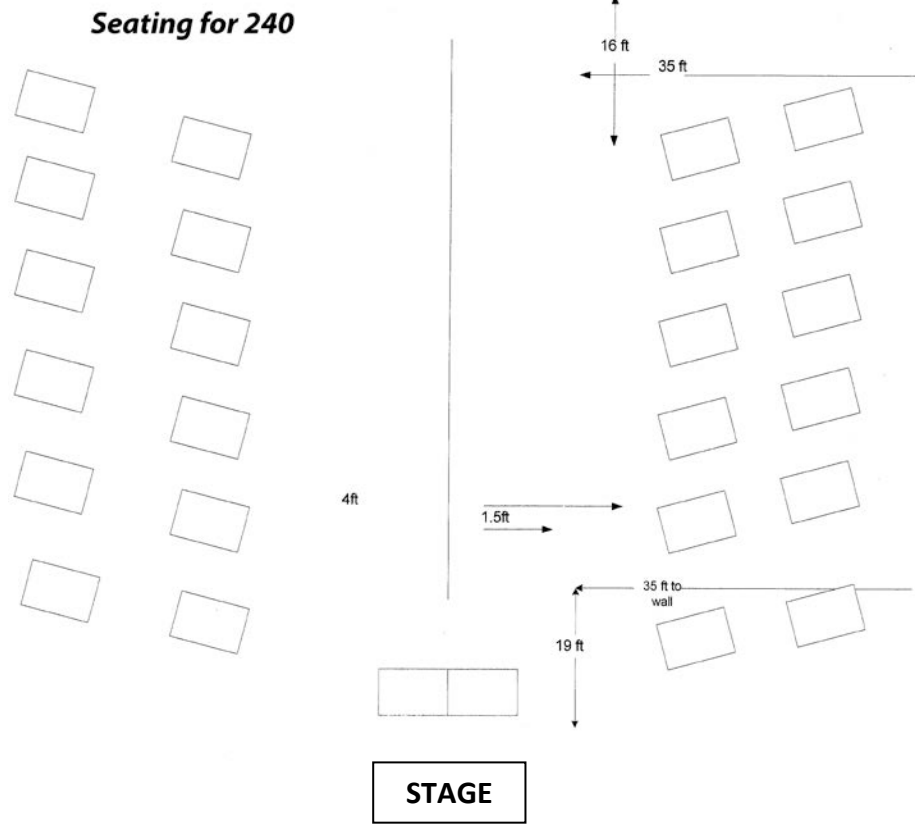
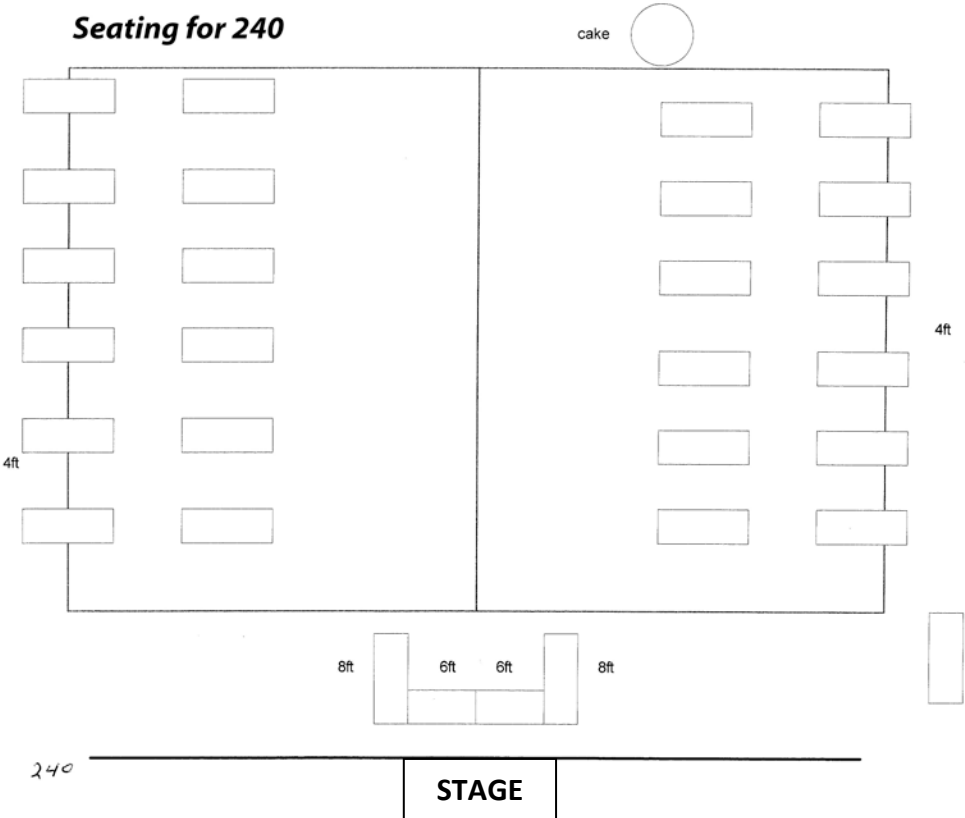
**DEPOSIT:** \_\_\_\_\_

**BALANCE DUE:** \_\_\_\_\_

Any outstanding balance must be paid in full within 5 days of completion of the event date or it will be deducted from the Damage/Cleanup deposit.

**Please make check payable to: Assumption Church**

**TABLE LAYOUT SUGGESTIONS...**



**Seating for 315** *you must supply or rent the round tables*

cake 

