

**OUR LADY OF LEBANON MARONITE CATHOLIC CHURCH
4133 CALKINS ROAD
FLINT, MICHIGAN 48532
810.732.2370**

APPLICATION FOR THE USE OF OUR LADY OF LEBANON HALL

RESPONSIBLE PARTY _____

FULL ADDRESS _____

HOME _____ **CELL** _____

Hereby agrees to accept and use Our Lady of Lebanon Hall on

_____ for the purpose of _____

We agree to leave the building and grounds in as good condition as they were before our event. We agree to abide by the rules and regulations governing the use of the facility and to reimburse Our Lady of Lebanon for any damages which might be done by our group while we are in possession.

We agree to hold harmless and indemnify Our Lady of Lebanon from any and all claims, demands, actions, causes of actions, suits or complaints that may be brought by any person, firms, corporations, or any other entities for any injury, damage, or loss from your occupancy and/or use of this facility. Liability insurance for the facility must be obtained through Our Lady of Lebanon Hall for a fee of **\$95 payable thirty (30) days prior** to the rental date. A form must be filled out and a check made payable to the **Eparchy of Our Lady of Lebanon**.

It is understood that Our Lady of Lebanon Rental Committee reserves the right to cancel this reservation if the use of the building is considered objectionable or contrary to beliefs, doctrines, and/or practices of the Maronite Catholic Church.

RENTAL RATE: _____

A \$ _____ **deposit** is required at the time of booking the facility. A balance of \$ _____ **will be due thirty (30) days prior** to the rental date. Checks are to be made payable to **Our Lady of Lebanon**.

A \$200.00 damage deposit is also required **thirty (30) days prior to the rental date**. This payment should be made under a separate check and will be returned seven (7) days following the rental date if a satisfactory inspection of the premises is completed. Damage checks are to be made payable to **Our Lady of Lebanon**. _____

Friday and Saturday rentals will end on the day of the event at 12 midnight. A **\$100 fee for holdover past 12 am** will be charged for the first 30 minutes and an additional \$100 every 30 minutes will be charged thereafter with monies being deducted from the Damage deposit. **Sunday rentals start at 1 PM and will end at 9 PM the day of the event**. _____

All decorating and deliveries may begin at 12 noon the day of the event. **Sunday events can begin decorating and making deliveries only after 1PM**. All rental items and personal property are the responsibility of the renter and must be removed at the end of the event or will be deemed unwanted and disposed of. If the hall is available and prior arrangements with management are made, decorating may begin the day before the event. _____

CANCELLATIONS

The entire deposit required at the time of booking will be forfeited. _____

DECORATING GUIDELINES

- Allowed in facility at 12 noon the day of the contracted event (except Sundays)
 - All candles must be enclosed in a non-flammable container
 - No hanging of anything from walls or ceiling
 - No tape, tacks, nails, crepe paper, confetti or glitter of any kind
 - Balloons must be anchored (loose balloons will result in the ceasing of all circulation systems)
 - No cakes, candies, desserts or beverage set ups are allowed on the carpet area, they must remain on tiled floor area
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HALL REGULATIONS

The hall and/or kitchen is not available for use before 1 PM on Sundays. The catering company that is under contract with Our Lady of Lebanon must be used for any events in which **more than 100 people will be on the premises** at any one time. If you have invited more than 100 people you **absolutely must use our contracted caterer for your event – no exceptions. There will be a fine of \$500 if more than 100 guests arrive.** We acknowledge that we must use the catering company that is under contract with Our Lady of Lebanon.

Alcoholic beverages cannot be served at open houses. If you plan to serve alcoholic beverages at any other event, our licensed and insured bartender **must be used.** Guests obtaining alcoholic beverages must be 21 years of age with proof of identification upon request.

Any liability arising from the drunkenness, fighting, or other disorderly conduct, or serving intoxicants to minors is strictly to be placed on the renter. The **sale or offer for sale of beer, wine, or intoxicating beverages on the premises by the renter is strictly prohibited.**

No gambling without proper license and approval of the Our Lady of Lebanon Rental Committee. No group may use the facilities without a duly approved application. Applications shall not be transferred, assigned, or sublet in whole or part. Violation of this rule will result in possible forfeiture of deposit.

The renter shall be liable for all breakage, replacement, repair, theft and other damage to Our Lady of Lebanon Hall resulting from the occupancy and use of the facility and grounds other than normal wear and tear. _____

The renter shall be responsible for the necessary supervision over all persons in the group. Our Lady of Lebanon reserves the right to shut down the event if deemed dangerous or out of control. _____

If your event is less than 100 people and the renter provides their own food, the renter is responsible for cleaning off tables, picking up any loose items from the floor (including bathrooms and foyer), removing trash and placing it in the dumpster. The kitchen floor must be mopped, all counter tops and sinks used in the kitchen must be wiped out and left clean. The carpets must be vacuumed. All lights must be turned off. You are responsible for cleaning after your event has ended. If cleaning is not done according to the contract, we will deduct the cleaning expenses from your damage deposit—no exceptions. _____

Once you have given us a table and/or seating arrangement one week prior to the event, any changes that may need to be made will be your responsibility.

There will be someone from our staff on site and if you tell us you are expecting a low number for the purpose of getting cheaper meals, it goes against this contract. You will be charged \$500. _____

I/We acknowledge that I/we have read and understand the rules and guidelines for the use of Our Lady of Lebanon Hall and agree to abide by its terms.

Client(s) Signature(s)

Date

Our Lady of Lebanon Representative