



Parish: Saint Mark the Evangelist Catholic Church
 Physical Address: 7340 Cahaba Valley Road
 City, State, Zip: Birmingham, Alabama 35242
 Mailing Address: P.O. Box 380396 Birmingham, AL 35238
 Phone / Email: 205.980.1810 / secretary@stmarkrc.org
 Website: stmarkrc.org

Saint Mark the Evangelist Parish Center Event Agreement

Renter Applicant Name: _____

Check if Parishioner Registered a minimum of one year: _____ or Non-Parishioner: _____

Address: _____

City, State, Zip: _____

Phone / Email: _____

Additional Contact(s)/Relationship to Applicant: _____

Additional Contact(s) Phone / Email: _____

Purpose of Event: _____

Date: Month/Day/Year: _____

Start Time: _____ End Time: _____ Number of People Expected: _____

Catering Company, Contact & Phone / Email: _____

Other Vendor(s) Information (if applicable) Contact & Phone / Email: _____

Check Below	Parish Center Function Space Requested	Cost** Parishioner	Cost** Non-Parishioner	Dimensions	Square Footage	Capacity
	Parish Hall (inc. Serving & Kitchen)	\$1,200	\$2,400	76' x 81'	6,156	240-320
	Parish Hall for less than 100 people	\$750	\$1,500	same	same	100
	Serving Area/Kitchen***	\$150	\$300	35' x 12'/+	420/+	
	Foyer (if utilizing for event)	\$350	\$600	27' x 73'	1,971	
	Courtyard (if utilizing for event)	\$500	\$750	50' x 70'	3,500	
	Saint Mark Room	\$350	\$500	27' x 39'	1,053	56
	Children's Liturgy Room	\$350	\$500	20' x 31'	620	
	Conference Room	\$250	\$400	21' x 24'	504	
	Audio/Visual (renter's computer)	\$100	\$150			
	TOTAL RENTED FUNCTION SPACE:					

**Cost Includes Set-Up of Parish Tables and Chairs, plus Stipends for Event Staff and Custodian.

***If renting a function space other than Parish Hall.

Date Deposit Check and Event Agreement Received _____.

*Sixty days prior to the event _____ (1) Insurance, (2) Rental Payment Balance, (3) Refundable Damage Deposit, and (4) Function Space Layout due.



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Saint Mark the Evangelist Parish Center is an integral part of the mission of Parish. The Parish reserves the right to deny access to any group or individual with a history or intention of preaching or teaching in opposition to the doctrine, moral teachings, and practice of the Catholic Church.

The facility is rented for sacramental functions such as wedding receptions and Baptismal receptions. Bridal teas, birthday parties, and local community related functions are permitted on a limited basis and only with special permission of the Pastor.

The Parish is pleased to offer the above listed function space based on Parish's understanding of Renter's present needs. Please review and initial this agreement to assure that this accurately reflects Renter's requirements.

1. **ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:** Renter agrees to confirm with Parish the assigned function space before printing any materials listing specific meeting or function locations. The schedule of events listed above, indicates the space that is tentatively being held for and will be held on a definite basis upon the deposit being made and signing of this agreement by both parties.
2. **INSURANCE:** Renter agrees to obtain and keep in force, during the term of its occupancy and use of Parish premises for rental event, the Special Event Insurance required by the Diocese of Birmingham: Catholic Diocese Tenant User Liability Insurance (TULIP) Online Program through Arthur J. Gallagher Risk Management Services, Inc. The Renter is to obtain coverage through the electronic application process at the website: <http://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>. This link will be Catholic Diocese TULIP Program, select Diocese of Birmingham, choose St. Mark the Evangelist, and then select the eligible event, such as, wedding reception, being sure to note if alcohol will be served. Renter agrees to deliver to Parish at least *sixty days prior to event copies of certificate of insurance.
3. **DEPOSIT/PAYMENT:** Renter agrees to pay a Deposit of 50% of the Total Rented Function Space(s) when signing this agreement. The balance of Rental Payment is due *sixty days prior to the event. The Refundable Damage Deposit of \$1000 is also due *sixty days prior to the event. The Damage Deposit covers damage to property and violation of policies in this agreement.
4. **CANCELLATION FEE:** Renter may cancel this Agreement only upon giving written notice to Parish. The Renter agrees and understands that in the event of a cancellation, other events were not scheduled. Cancellation Fee charged will be 50% of Deposit if notified between date of signing and 60 days prior to event. If notified less than 60 days prior to the event, the Cancellation Fee is 100% of the Deposit (i.e. 50% of Total Rented Function Space).
5. **OVERTIME:** Nighttime functions must be over by 10:30 P.M. Renter agrees to begin the event at the scheduled start time and to have guests, and other persons vacate the designated event space at the end time indicated. Renter further agrees to reimburse Parish for any overtime wage payments or other expenses incurred by Parish because of Renter's failure to comply with these regulations.
6. **SET UP:** One of the standardized function space layout options should be selected and submitted *sixty days prior to the event. If equipment is necessary that exceeds the Parish inventory of tables and chairs, Renter is responsible for arranging for additional inventory and agrees to pay for the cost of renting this additional equipment and a set-up charge to cover additional labor. Should Renter require any rigging services for the event, Renter will be responsible for all associated costs. If any type of outside rental equipment (dance floor, stage, furnishings, etc.) is being used then prior to delivery the Rental Company needs to contact Saint Mark Property Management to discuss their proposed process and equipment to be used for delivery and assembly. In addition to the Parish representative, the Renter or Renter's designated representative must be on-site to accept, direct and oversee the delivery, installation and pick up of any rental furnishings and/or equipment.



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7. DELIVERIES: The building was designed to provide ingress and egress for vendors, caterers, florists, bands, deliveries, etc. without coming through the Foyer and Parish Hall. Vendors have the option of using the ground floor entrance into the Lower Lobby and taking the elevator up to the Kitchen and/or Serving Area or taking the outside stairs to the Upper Lobby between the elevator and Kitchen. These same two options should be used for trash removal to the dumpster. It is the Renter's responsibility to inform vendors of ingress and egress as outlined above, of use of the inventory and appliances (#11), and of clean-up (#12). Arrangements for access to function space for both delivery and pick up should be made through the Parish Event Staff. As stated in Item 6 above, in addition to the Parish representative, the Renter or the Renter's designated representative must be on-site to accept, direct and oversee the delivery, installation, and pick up of any rental furnishings and/or equipment.
8. DISPLAYS/DECORATIONS/RENTER'S PROPERTY: Parish is not responsible for any loss or damage to property belonging to Renter or attendees and does not maintain insurance covering it. All displays and/or decorations will be subject to Parish's prior approval, can be set-up one day prior to the event, and must be removed within one working day of the event. Important Note: No glue, tape, or pins can be used on the walls or windows. No glitter, birdseed, rice, confetti, rose petals, or sparklers are allowed inside or outside the Parish Center. Lighted candles may only be used if they are floating in a vase or bowl. All decorations and/or notices must be free-standing. Nothing is to be attached to the walls, windows or hung from the ceiling or chandeliers and/or pendant light fixtures.
9. SMOKING: Smoking including vaping is not allowed inside or outside Parish Center including the sports-turf Courtyard. Saint Mark the Evangelist is a "Smoke Free" Campus.
10. BEVERAGE: Beer, wine, and champagne are permitted in the Parish Center. No hard liquor is permitted.
11. USE OF INVENTORY AND APPLIANCES:

#of Items

- | | |
|-----|---|
| 45 | 5' Round Tables |
| 8 | 8' x 30" Rectangle Tables |
| 8 | 6' x 30" Rectangle Tables |
| 400 | Chairs |
| 28 | 18" x 60" Seminar Tables |
| 2 | Utility/Bussing Carts |
| 2 | Warmers 70 ⁵ / ₈ "H x 31 ¹ / ₂ "D x 26 ¹ / ₂ "W each with 18 slide pairs 3" spacing plus total 24 Trays 18"x26" |

- a. Tables, chairs and set-up are part of the rental fee based on selected standardized function space layout options.
- b. All Parish-owned tables, chairs and other equipment or furnishings may not be used outdoors or outside the Parish Center.
- c. Food buffets must be in the Serving Area with all auxiliary (additional) refreshment stations on the uncarpeted (tile) areas in the Parish Center. The tile border extends 9' from the wall, whereas the tile in front of the screen extends 13'D and is 28.5' side to side.
- d. Warmers, refrigerators, stove top, oven, sink, counter space, pots, serving utensils, and ice machine use are part of the rental.
- e. Tablecloths, plates, flatware are NOT part of rental and are for Parish sponsored functions only.
- f. Dishwasher and grill are NOT part of the rental and are for Parish sponsored functions only.
- g. NO outside equipment such as deep fryers and hot plates are allowed.



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12. CLEAN-UP:

- a. All personal items must be removed from the Hall, Serving Area, Kitchen, sink, warmers, refrigerators and freezers immediately after the event or they will be disposed of.
- b. All countertops and work tables must be wiped and free of all crumbs.
- c. All pots, serving utensils, etc. must be washed and returned to the designated place.
- d. All cardboard boxes and beverage cartons must be broken down and taken to the dumpster.
- e. All debris and garbage including paper plates, cups, disposable tablecloths, bottles, etc. must be securely bagged and tied, removed from all function spaces, and placed in trash cans in the Upper Lobby behind Kitchen prior to being taken to the dumpster.
- f. If for any reason (i.e. inclement weather) trash cannot be carried to the dumpster, trash bags should be securely tied and left in the appropriate trash receptacle, and the Event Staff and/or Custodian notified so the trash can be disposed of promptly early the next morning.

13. SAFETY: Renter agrees to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations. For the safety of persons and property, no fireworks or incendiary devices may be used indoors or outdoors. Renter assumes full responsibility for the conduct of all persons in attendance at events and for any damage done to any part of Parish premises during the time of event. All rooms must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits.

14. SECURITY: If required, in Parish's sole judgment, in order to maintain adequate security measures in light of the size and/or nature of function, Renter will provide, at Renter's expense, security personnel supplied by a reputable licensed guard or security agency doing business in the City of Birmingham or Shelby County in which Parish is located, which agency will be subject to Parish's prior approval. Such security personnel may not carry weapons.

15. INDEMNIFICATION: Renter agrees to fully defend, indemnify and hold harmless the Diocese of Birmingham in Alabama, Saint Mark the Evangelist Catholic Church, and all of their agents, employees, representatives, and the Parish Pastoral Council (hereinafter collectively referred to as "the Church") from any and all claims, causes of action, demands, costs, and damages including both direct and consequential damages, and specifically including attorneys' fees and costs, as the result of any breach or claimed breach of this Agreement or from any accident or occurrence causing injury or death to any person or property arising out of the Renter's event. Renter further agrees to defend, indemnify, and hold harmless the Church from all claims, costs, or expenses arising from any failure of the Renter in any respect to comply with and perform all requirements and provisions agreed to and/or required by law, ordinance, or facility policy during the rental period.

The undersigned are authorized to sign and enter into this agreement.

ACCEPTED AND AGREED TO:

Renter Applicant Name: _____ Parish: Saint Mark the Evangelist Catholic Church

Renter Applicant Signature: _____ Parish Representative: _____

Date: _____ Date: _____