

St. Jude R.C. Church  
40 Maxim Drive  
Hopatcong, NJ 07843  
973-398-6377

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**Rules for Hall Rental**

When Parish Center is rented it is to be cleaned-up and set back up as directed by Father George or any member of the hall committee. Any cleaning of the hall or damage to tables, chairs, etc. will be deducted from your deposit. You will be charged the replacement price of the broken item. [\$100 for a table and \$40 for a chair] If damage exceeds the deposit, the person who rented the hall will be held responsible.

**Initial:** \_\_\_\_\_

I would like the cleaning service to clean the hall for an additional \$100

**Initial:** \_\_\_\_\_ Yes: \_\_\_ No: \_\_\_

St. Jude's accepts no responsibility for anyone hurt on the property due to their negligence. Alcoholic beverages may be served, providing you have an ABC license from the Borough. [This process takes about a month] It is the obligation of the rental party to assure that everyone is able to drive. The rental party, by executing the application form, shall agree to indemnify, and hold harmless the Church of St. Jude, and the Diocese of Paterson its agents, servants, employees, and Hall Committee from and against any claim, damage, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities. A *Certificate of Insurance* **MUST** be supplied. If *Insurance can* **NOT** be secured by the rental agent one may be obtained from the Diocese of Paterson for a fee. Forms may be obtained at the St. Jude rectory.

**Rental fee is \$325 for six [6] hours, which includes your set-up and clean-up time. A seventy-five dollar [\$75] charge per hour or any part of the hour will apply after 6 hours. All events must end by 11 PM. At the time of signing this agreement a fee of six hundred dollars [\$600] will be submitted with the application. A fee of fifty dollars [\$50] will be charged for use of the kitchen. The check will not be deposited until the day after the event and your deposit will be returned.**

**I/We accept the terms of this proposal:**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

## Hall Rental Application

Please complete all information and return ASAP with your deposit. It will take about two weeks for approval. When contract is approved then and only then will the hall be reserved.

Day and Date of your function \_\_\_\_\_

Name of Organization and Individual \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E- Mail \_\_\_\_\_ Requested Hours from \_\_\_\_\_ to \_\_\_\_\_

Intended use \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Will kitchen be used for cooking? YES: NO :

Renters Signature \_\_\_\_\_

Print, sign, and return with your Deposit/Rental check to St Jude Church

**NOTE:** Someone from the St Jude Hall Committee will provide you access to the Parish Center on the day of your event. Please contact the Parish Rectory [973-398-6377] two (2) business days prior to your event for details.

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### FOR OFFICIAL USE:

The following to be completed the day of your event:

**Arrival time** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Committee** \_\_\_\_\_

**Departure time** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Committee** \_\_\_\_\_

**Was the hall left clean** \_\_\_\_\_

**Total cost** \_\_\_\_\_

**Amount of deposit to be returned** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Committee** \_\_\_\_\_

**Make Your Deposit/Rental Check Payable To: St Jude Church**