

OUR LADY OF THE SEAS CATHOLIC CHURCH

LETTER OF INTENT FOR HALL RENTAL

1.0 Hall Rental Policy

- 1.1 Our Lady of the Seas (OLS) Church functions has priority over outside functions.
- 1.2 Both OLS and renter must sign this Letter of Intent.
- 1.3 Renter must obtain a Certificate of Insurance in compliance with the policies of the Diocese of Raleigh.(Form attached)
- 1.4 The Hall shall not be rented for non-church sponsored profit-making ventures or events.
- 1.5 Rentals will be on a first come first serve basis.

2.0 General Information

- 2.1 All events shall be booked through the Parish Office
olssecretary@aol.com *Place in subject line ~ **date of event.**
- 2.2 Half of the fee for the Hall rental will be paid at the time of the booking.
- 2.3 Keys to the Hall may be picked up at the Parish Office the day prior to the event.
- 2.4 Keys to the Hall must be returned to the Parish Office by the day following the event.
- 2.5 All events shall end no later than 12:00am (music must stop by 10:00 pm)
- 2.6 The Hall capacity of 130 persons shall not be exceeded.
- 2.7 Hall will provide the following
 - 2.7.1 6 round tables 48" diameter seats 6 = 36 people
 - 2.7.2 6 rectangular tables 29" X 72" seats 6 = 36 people
 - 2.7.3 4 rectangular tables 29" X 96" seats 8 = 32 people
 - 2.7.4 4 rectangular tables 29" X 72" head table & for serving
 - 2.7.5 Cushion chairs for 130 (*note ~ total tables seating = 104 for guest*)
 - 2.7.6 Silverware & Utensils
- 2.8 Delivery of items needed for the event may be made the day prior to the event.
- 2.9 The kitchen is not to be used for preparation of food.
- 2.10 The kitchen may be used to heat food that is prepared elsewhere.
- 2.11 The Hall must be secured and utilities turned off or down at the end of the event.
- 2.12 The Hall must be left in the same condition as it was found. This must be completed by 11:00 am the day following the event. This is to include, but not be limited to:
 - 2.12.1 All leftover food and drink must be removed;
 - 2.12.2 Remove all items that do not belong to OLS;
 - 2.12.3 Empty all trash cans into outside receptacles;
 - 2.12.4 All tables and chairs put away;
- 2.13 Smoking is not permitted in the Hall. Smoking is permitted outside on the deck and in the parking lot only.
- 2.14 No pets are permitted except service animals.
- 2.15 No gambling of any type is permitted.

3.0 Beverage Policy

- 3.1 **Hard Liquor is not permitted.**
- 3.2 Beer and wine is permitted to be served, but cannot be sold.

4.0 Hall Decoration

- 4.1 No items may be attached to the wall or any other structure in the Hall. You may use fishing line to tie decorations to the beams.
- 4.2 All decorations must be free standing or table top only.
- 4.3 Any damage to the Hall by decorations shall be the responsibility of the renter.

5.0 Noise Policy – County Ordinance

- 5.1 All noise must be kept to a level that will not disturb or annoy any person in the vicinity.
- 5.2 Shouting or fighting is not permitted.
- 5.3 Loud singing that is audible off the premises is not permitted.
- 5.4 Music must conclude by 10:00 pm

6.0 Cancellation

- 6.1 OLS reserves the right to cancel any event at any time for non-compliance with any item listed in this Letter of Intent for Use of Parish Facilities.
- 6.2 All damages to any church property are the responsibility of the renter signing this Letter of Intent.

7.0 Damage or Injury

- 7.1 OLS is not responsible for any injury, damage, or loss to any person or their personal property in OLS buildings or on OLS property, including their vehicles, during this event.

8.0 Rental Fee

- 8.1 \$375 + \$125 Non-residents—*10% discount for both rental of Church & Hall*
- 8.2 \$375 + \$125 Resident of Hatteras & Ocracoke Islands
- 8.3 \$375 + \$125 Active military personal
- 8.4 \$375 + \$125 Resident Registered Parishioners (Claim OLS as their primary domicile)

9.0 Additional Fees

- 9.1 \$600 Damage Deposit ~ payable at the 2nd payment and is *fully refundable after the event if no damage*
- 9.2 \$100 Cleaning fee ~ *If the hall is not cleaned, a \$100 will be deducted from the damage fee*
- 9.3 \$125 **Liability Insurance** ~ The insurance fee of \$125 will be the responsibility of the renter. You will need to fill out the paperwork which is found at this site....
<http://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>
Should you have any questions please contact Katie Navin
E-mail: Katie_Navin@ajg.com
Phone: (630) 228-6665
Fax: (630) 285-4062

Information for the insurance form (top left)

Archdiocese/Diocese of: **Raleigh**

Parish: **Our Lady of the Seas**

Address: **48478 NC 12**

PO Box 399

Buxton, NC 27920

Phone: (252) 995-6370

Contact Person: Anita Bills

insurance coverage should be submitted at least 15 days in advance of the event. This cost is separate from the total rental fee for the hall.

10.0 Payment Schedule

10.1 ½ of the Rental Fee is due at booking.

10.2 Final payment is due 3 months before event

10.3 Insurance is due at least 15 days before event

Checks for rental and additional fees are made out to & sent to:

Our Lady of the Seas

PO Box 399

Buxton, NC 27920

Attn: Anita Bills

10.4 The reservation is not final until the last page on the Letter of Intent, and the Agreement for Use of Parish Facilities is signed by both parties and all fees are received.

PLEASE FILL IN ALL INFORMATION ON PAGE # 4 SEND IT TO OUR CHURCH WITH YOUR FIRST PAYMENT & PAGE 5 WITH THE FINAL PAYMENT DUE 3 MONTHS PRIOR TO YOUR EVENT.

**OUR LADY OF THE SEAS CATHOLIC CHURCH
LETTER OF INTENT FOR HALL RENTAL**

The execution of this Letter of Intent for Hall Rental means that I have read and understand, and agree to all terms and conditions listed herein.

Date & Time: _____

Contact Person: _____

Mailing Address: _____

E-mail Address: _____

Phone Number: _____

Fax Number: _____

The execution of this Letter of Intent for Hall Rental means that I have read and understand, and agree to all terms and conditions listed herein.

Renter Signature

Printed Name

Date

OLS Signature

Printed Name

Date

1/2 at Booking

Rental Fee received _____ Check # _____ Amount _____

Final Payment + Damage Deposit

Rental Fee received _____ Check # _____ Amount _____

Deposit returned on _____ Check # _____ Amount _____

NOTE:

Non-refundable deposit – half of your rental fee is required to hold the reserve date along with this page of the signed agreement. This deposit will be forfeited if renter cancels the event at any time after the reservation is made and the deposit accepted. Exception ~ due to hurricane or evacuation of island at the time of the event. Check are made payable to “Our Lady of the Seas”.

***PO BOX 399 * BUXTON * NC * 27920 * Attn: Anita Bills**

Revised 1/12/2015

January 2015

***The final payment is required to be received 3 months before the event.
Please send this form in with your final payment. Thank you.***

Event Hall Final Payment
2016

Date & Time of Event: _____

Contact Person & Phone Number: _____

Wedding Party Names: _____ (for return deposit fee)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Wedding Party Names: Bride _____

Groom _____

Final Payment + Damage Deposit

Rental Fee received _____ Check # _____ Amount _____

Deposit returned on _____ Check # _____ Amount _____

NOTE: Remaining balance including additional fees due 3 months before event.

Check are made payable to "Our Lady of the Seas".

***PO BOX 399 * BUXTON * NC * 27920 * Attn: Anita Bills**

Signature Printed Name Date

OLS Signature Anita Bills Printed Name Date

½ Fee paid on date _____ Check # _____ Amount _____

Final Balance paid on _____ Check # _____ Amount _____

1/12/2015