

St. Patrick's of Sheffield - Parish Hall Rental

Anyone who wishes to rent the hall for a non-parish sponsored Special Event, must: A) check with the pastor for availability, B) pay a parish hall rental fee, C) fill out and sign an agreement form, and D) provide insurance coverage - all, at least 2 weeks prior to the event.

The agreement form is either a *Facility Usage/Indemnity Agreement* or *Unaffiliated Organization Agreement*. Proof of insurance can be purchased from Catholic Mutual Group through the Diocese of Peoria; depending on the event, you can complete either the *Special Event Application* or *Certificate Request* form. The cost of the insurance is \$100.00 (or \$125 for an overnight). Depending on your underwriter or insurance agent, you may be able to get special coverage through them. A certificate of insurance for the event documenting general liability coverage must be in the amount of at least one millions dollars (\$1,000,000) and must name **St. Patrick's Catholic Church**, and **Catholic Diocese of Peoria** as **ADDITIONAL insured**.

If you wish to serve or sell alcohol at your events (BYOB is not allowed):

1. Permission from the pastor must be given,
2. You must purchase *Special Event Coverage*, from Catholic Mutual Group through the Diocese of Peoria,
3. You must obtain all necessary liquor licenses from the county/state, for either the serving or sale of alcohol,
4. and, all Diocesan Liquor Liability Guidelines must be followed. Liquor Liability Guidelines can be obtained by contacting the pastor, stpatssheffield@mediacombb.net.

All forms must be returned to the rectory - at least 2 weeks before your event. Approval from the Diocese of Peoria must be obtained beforehand. If you are purchasing insurance from the Catholic Mutual Group, be sure to make the check out to: **Dunne Property, N.F.P.**

The fee for using the hall per event is currently \$150.00 for a parishioner for the day, or \$25/hour and \$250.00 for a non-parishioner for the day, or \$50/hour (payable to **St. Patrick's Catholic Church**).

All hall users are required to leave the hall in a clean and orderly condition after their event.

Thank you,
Father Mark Miller,
Pastor