

St. Nicholas Church Hall



814-948-5831 Hall Coordinator
814-948-9956 Church Hall
203 Henry St
Nicktown, PA 15762
(Revised 6/8/2017)

A Hall of Tradition...

Thank you for your interest in our Hall. Our vision is to provide you with a flawless solution for your gathering and special event. Our mission is to accommodate our guest's specific needs and expectations, while providing professional service. Our Hall and Team will be clean and accessible to provide the highest possible quality at the right price.

Wi-Fi access

Catering of your
choice permitted

**BOOK
NOW!**

Receptions
Showers
Reunions
Anniversaries
Business Meetings
Fund Raisers
Special Events



SMALL GROUP RENTAL CONTRACT

HALL RENTAL FEES & SECURITY DEPOSIT:

- **Small Groups under 200 guests is \$125 per hour.**
- **Minimum of 4 hours.**
- **Security Deposit of \$100. Refundable after 15 days given no damage has occurred.**

PAYMENT SCHEDULE:

- **Checks must be made payable to St. Nicholas Church for Hall Rental.**
- **Down Payment: \$175 will be due when the hall is booked. \$75 of this is the reservation fee and is non-refundable. However, this will go towards the rental cost. The other \$100 is the security deposit.**
- **Final Payment: Balance is due two weeks prior to the Event. At this time, the guest count will be finalized.**
- ***Should the Guest count exceed 200, the Large Group rates will apply.***
_____ *(Initial Here)*

Included with the Rental Fee:

- **Set up of Tables & Chairs**
- **Bridal Table with Skirting**
- **Cookie & Cake Table with Skirting**
- **Stage for DJ or Band**
- **Custodial for Final Clean**
- **Ice**

LARGE GROUP RENTAL CONTRACT

HALL RENTAL FEES:

Large Groups over 200 guests, the Rental Fee is \$1750 (max 5 hour reception)

Included with the Rental Fee:

- Free Bridal Shower Rental with Booked Wedding Reception Subject to approved dates
- Set up of Tables & Chairs
- Bridal Table with Skirting
- Cookie & Cake Table with Skirting
- Custodial for Final Clean
- Stage for DJ's or Band
- Caterer is permitted to rent the kitchen facilities for \$300. Otherwise limited use of the kitchen is included. (Certificate of Insurance required)
- Bartenders & Use of Bar facility Ice & Shot Glasses
- 10% Discount for Active Parish Members. Subject to approval

PAYMENT SCHEDULE:

- Checks must be made payable to St. Nicholas Church.
- Down Payment: \$1,000 will be due when the hall is booked. \$500 of this is the reservation fee and is non-refundable. However, this will go towards the total invoice cost. The other \$500 is the security deposit.
- Final Payment: Balance must be paid in full two weeks prior to the event.

SECURITY DEPOSIT:

- \$500 Security Deposits are required to reserve the hall.
- Deposits are refundable 15 days following the event provided no damage or breakage occurs.
- Deposits are not applied to the balance of your event

USAGE & MANAGEMENT GUIDELINES

INSURANCE:

- **Diocesan Guidelines require the renter purchase Event Liability Insurance from the Diocesan for \$100 when alcohol is being served. Otherwise, Liability Insurance is included.**
- **The Altoona-Johnstown Event Liability Limit is \$100,000. The Lessee is permitted to purchase additional Event Liability Insurance independent of the Diocese.**

WHEN ALCOHOL IS BEING SERVED:

- **Bartenders are provided by the hall.**
- **Tap Beer, Canned Beer and Premixed Drinks only are permitted.**
- **The Bar will close 15 minutes before the end of the event.**
- **No one under the age of 21 will be permitted to drink alcohol. Violators will be escorted from the property.**
- **Alcohol must be provided by the Renter or Lessee.**
- **Security must be present if alcohol is served. Security Fee is included.**

USAGE & MANAGEMENT:

- **Maximum hall rental is 7 hours. This includes time allotted to retrieve items and decorations. The Lessee agrees to keep the premises clean and free from dirt and other refuse matter; replace or repair any such items that may be broken; and generally keep the premises in good order and repair as it is now.**
- **Please use only masking tape and the approved nail tacks.**
- **Please do not place or anchor anything from the ceiling tile.**
- **Hall decorating is permitted on Thursday for a Friday or Saturday Rental. Specific times will be scheduled accordingly with Hall Coordinator.**
- **Battery operated candles only. No open flames candles permitted. The Lessee shall use every reasonable precaution against fire and shall notify the Lessor promptly of any accident, fire or damage occurring on or to the premises.**
- **Lessee must comply with any and all requirements of and constituted public authorities, and with the terms of any State or Federal Statute or Local Ordinance or regulation applicable to Lessee of his use of the premises described above. The Lessee assumes all responsibility for failure to comply with these requirements.**
- **Lessee covenants and agrees that they will do none of the following:**
 - **Occupy the premises in any other manner or purpose than established by this contract.**
 - **Assign or sublet the premises to any other person, firm or entity without first obtaining the written consent of the Lessor.**
 - **Make any alterations unless first obtaining written consent of the Lessor.**
 - **Use or operate machinery that in the Lessor's sole opinion, is harmful to the building or disturbing to the other tenants and/or neighbors of the premises.**
- **Responsibility of the Lessee: Lessee agrees to be responsible for and to relieve and hereby specifically relieves the Parish Pastor, the subtest Pastor, the Bishop of the Diocese of Altoona-Johnstown and the Diocese of Altoona-Johnstown and in general, the Lessor, from any and all liability by reason of any injury or damage to any person or property in the demised premises, which may occur or arise during the course of the letting of the subject premises, or for the failure of the Lessee to comply with any terms or conditions of this agreement, the Lessee agreeing to be solely responsible and liable for all such injury and/or damage to any person or property or any violation of**

the terms or conditions of this agreement, and the Lessee agrees to indemnify and hold harmless the Lessor generally and the Parish, Pastor, Bishop of Diocese of Altoona-Johnstown ad the Diocese of Altoona-Johnstown specifically.

- **Conduct of the Lessee:** This lease is granted upon the expressed condition that Lessee and/or the occupants of the premises herein leased, shall not conduct themselves in a manner which the Lessor, in its sole opinion, may deem improper or objectionable, and that if any time during the term of the lease or any extension or continuation, Lessee or any occupier of the premises shall have conducted themselves in a manner in which the Lessor, in its sole opinion, deems improper or objectionable Lessee shall be taken to have broken the covenants and conditions of the lease, Lessor will be entitled to any and all rights and remedies available to it, including but not limited to immediate eviction of the Lessee and/or occupants from the premises.
- **Entire Agreement:** the Lease contains the entire agreement by and between the parties hereto and any subsequent alteration, amendment, change, addition shall only be binding upon Lessor and Lessee if reduce to writing and signed by both parties.
- **Special Provisions:**
_____.

NAME & ADDRESS of LESSEE (Tenant): _____

TYPE and DATE of EVENT: _____

ADDITIONAL NOTES:

COST of RENTAL: _____ **PAYMENT RCVD:** _____

SIGNATURES:

LESSEE: _____ **DATE:** _____

LESSOR: _____ **DATE:** _____
Diocese of Altoona-Johnstown

HALL COORDINATOR: (Witness) _____ **DATE:** _____