

Saint Nicholas Church
PO Box 37
Pickettown, PA 15762
814/948-9614

HALL RENTAL FEES & CONDITIONS
SMALL GROUPS

- 1. The Hall Rental Fee for small groups (i.e. birthdays, showers, etc.) of **less than 199 persons** shall be **\$75.00 per hour** with minimal use of the kitchen facilities.
- 2. All rental fees and charges must be paid in full **two (2) weeks prior to the event**. All checks must be made payable to Saint Nicholas Church.
- 3. If **ALCOHOL** is being served, Diocesan Insurance must be purchased at a cost of \$100.00 and a bartender at a cost of \$65.00. Only tap beer and pre-mixed drinks will be permitted. No one under the legal age of 21 will be permitted to have alcoholic beverages.
- 4. Reservations must be made with the Secretary of Saint Nicholas Parish at the phone number & address listed above.
- 5. A refundable deposit of \$50.00 is required to reserve a date and is due within fourteen (14) days of reserving the hall. The deposit will be returned within forty-five (45) days following the event provided no damage or breakage occurs.
- 6. Use of the hall for your event is limited to a maximum of five (5) hours.
- 7. Renter must leave the hall in the same condition as it is found or Renter may hire the Hall Caretaker to provide janitorial services at the cost of \$50.00.
- 8. A time limit of three (3) hours is allowed for decorating the hall at the convenience of the caretaker and renter. **Masking tape ONLY is allowed**. No scotch tape, nails, tacks, etc. will be permitted. Nothing is to be placed on the ceiling tiles.
- 9. Penalty for not following the contract stipulations is forfeiture of damage deposit.
- 10. All Saturday events must end by 10:00 PM. There will be no extensions beyond this time. The bar, if used will close 15 minutes before the end of the event time limit. Only single drinks, and not pitchers, will be served 30 minutes before the end of the event time limit.
- 11. At the conclusion of the event, the renter will have one hour (60 minutes) to retrieve their items, decorations, etc. The renter and guests must vacate the hall after the stated hour (60 minutes).

Please complete the following:

Date of Event _____ Type of Event _____

Time of Event, from _____ to _____

Total number of guests _____

Total cost of event (including special provisions of applicable) _____

Signature of Lesser _____ Date _____

Signature of Lessee _____ Date _____

Contact the office for details on our in-house caterers.

Prices are subject to change at any time.