

ALL SAINTS PARISH

120 Bellevue Ave, Haverhill MA 01832

Phone: 978-372-7721 Fax: 978-372-2085

Email: allsaints120@gmail.com

Website: www.allsaintshaverhill.org

Dear _____

Welcome to All Saints Parish!

We are happy to assist you in hosting your event in our parish facilities. Enclosed you will find the necessary documents for your upcoming use of our facilities. Please fill in the Individual/Group Name and contact information along with the required information for your event.

Certain groups using the hall may require obtaining a Certificate of Insurance as a condition for using our facilities. If a Certificate of Insurance is required, it must name All Saints Parish and the Roman Catholic Archbishop of Boston, A Corporation Sole, as being additionally insured for liability in the amount of \$1,000,000.00.

We ask that you bring the completed forms to the Parish Office at your earliest convenience to secure your reservation. The balance of your hall rental fees will be due **one week prior to your event.**

All Saints Parish is honored to host Mercy Meals for families who celebrate a Funeral Liturgy at our church. Reservations for Mercy Meals are accepted on the day of the funeral, and payment can be arranged through the Funeral Home.

If you have any questions, please do not hesitate to contact Maureen Cartier or myself.

Sincerely,

Fr. Christopher Wallace, Pastor

Maureen Cartier, Administrative Assistant

ALL SAINTS PARISH: Facility Use Application

1) CONTACT INFORMATION

Individual or Group

Name: _____

Contact Person: _____

Address: _____

Cell Phone: _____ **Email:** _____

2) EVENT INFORMATION

Date of Event: (Day/Month/Year) _____

Times of Use: *From:* _____ *To:* _____

Room(s)

Requested: _____

Purpose of

Event: _____

of Attendees

Certificate of Insurance* (Y/N): _____ (**if applicable*)

3) RATES (please check whatever is applicable)

HALL USE = \$200 (Flat-rate)	KITCHEN USE = \$50 Parish Group/\$100 Non- Parish Group	MERCY MEAL= \$100 (Suggested donation) • Includes kitchen use

TOTAL = _____

ALL SAINTS PARISH: Facility Use Agreement

GENERAL INFORMATION:

- 1) All persons or groups holding any non-parish related meetings or events are required to reserve the facility in advance. Call the Parish Office at 978-372-7721 or email Allsaints120@gmail.com to request date/time. **Your reservation is not final until you receive confirmation from the Parish Office.**
- 2) All Individuals or groups are required to read, complete and sign the following documents:
 - Facility Use Agreement
 - Facility Use Application
 - “Release and Indemnification Agreement”
- 3) Your event can be scheduled for a **maximum of 8 hours** which includes set up, clean up and leaving the premises. These hours may have to be reduced depending on the parish’s liturgical calendar.
- 4) Closing time for night events is **11:00pm** and includes take down, clean up and leaving the premises. This policy will be strictly enforced.
- 5) This agreement is for the rental of the room(s) reserved only, as well as restrooms and hallways needed to access the room that is rented.
- 6) All payments must be received in full **1 week before** the start of the event. All Saints parish reserves the right to deny access to facilities for any individuals/groups that have not paid.

SET-UP & CLEANING:

- 1) Any time needed for setup, decoration, and cleaning is included in the total amount time for the reservation. Please plan accordingly when making your reservation.
- 2) All groups must strive to follow the common courtesy of leaving the facilities in the same or better condition as when they found it.
- 3) All decorations must be removed at the conclusion of any event. All Saints Parish does not permit affixing anything to the walls or ceiling with staples, nails, or any other fasteners (minimal use of scotch tape is permitted).
- 4) Tables, chairs, and other equipment belonging to All Saints Parish are not to be removed from the buildings. Any equipment not supplied by All Saints Parish must be removed from the building immediately after the conclusion of an event, unless prior approval is received.
- 5) All paper goods, utensils, tablecloths, food and beverages are to be supplied by the group/individual using the Church Hall.
- 6) All leftover food and beverages should be removed from the Hall and kitchen upon completion of the event. The Parish is not responsible for any items left behind.

- 7) All coffee must be brewed from the Kitchen. No coffee is allowed to be brewed in the side meeting rooms.
- 8) Extra trash bags and a sink are located in the custodian's closet in the Hall (the door next to the water bubbler).

SAFETY & CONDUCT:

- 1) Any misconduct, rowdiness, damage or destruction of property, including unlawful or mischievous tampering with the fire alarm system, or failure to leave the premises in a satisfactory condition, may be sufficient reason to refuse use of the facility to the offending event sponsor, organization or group in the future.
- 2) All Saints Parish shall hold the event sponsor, and any such groups or individuals, responsible for damages to parish property, including repair and replacement.
- 3) All Saints Parish kitchen is a ServSafe facility. If food is sold at your event, it must be catered and prepared from a certified food establishment.
- 4) Observe common-sense safety measures, i.e. refraining from running and/or other intensive physical activity, use of proper lighting, etc.
- 5) Refrain from any language or activities that directly violate the reverence and respect due to a house of worship, i.e. lewdness, profanity, hate speech, use of drugs, etc. Any words and/or conduct in direct violation of the Catholic Faith are also prohibited.
- 6) Noise levels should not impact others within the facility, especially if there are liturgical celebrations occurring simultaneously in the Upper Church.
- 7) All children must be accompanied to the restroom by a parent or other responsible adult.
- 8) Use of candles or any flammable type material is prohibited in the building or on the grounds.
- 9) Smoking is strictly prohibited in the buildings. Smokers must use their products outside, and clean up any used products.
- 10) Alcoholic beverages are NOT allowed on the property.

I have read the Facility Use Agreement and will abide by its terms and conditions:

Signature: _____

Print Name: _____

Date: _____

ALL SAINTS PARISH: Release and Indemnification Agreement

In consideration of All Saints Parish in Haverhill, MA allowing the undersigned and their guests to use the premises, the undersigned agrees as follows:

1. The undersigned and their guests will enter the Premises at their own risk. The undersigned and their guests understand they are in no way the licensees or invitees of All Saints Parish and/or the Archdiocese of Boston (RCAB), and further that All Saints Parish and RCAB is in no way responsible for the safety of the undersigned or their guests.
2. The undersigned hereby discharges and releases All Saints Parish and RCAB, its trustees and beneficiaries, agents and employees from all claims, suits, damages, or liabilities, which may result from the use of the Premises by the undersigned.
3. The undersigned or their guests hereby agree to indemnify and hold harmless All Saints Parish and RCAB, it's trustees and beneficiaries, agents and employees from any and all claims, suits, damages, or liabilities (including attorney's fees) which may result from the use of the Premises by the undersigned or any of the undersigned's guests.
4. This Release and Indemnification shall be binding on the undersigned and the undersigned's heirs, executors and administrators and shall inure to the benefit of All Saints Parish, RCAB, and theirs trustees and beneficiaries, agents and employees and their respective successors, assignees, heirs, executors, and administrators.

By signing this document, I represent that I have read it in its entirety. That I understand what it means (including that I am giving up any rights I might have to sue All Saints Parish and RCAB if I am injured on its property, and that I have to indemnify All Saints Parish and RCAB if it is sued by my guests, and that I agree to its terms.

EXECUTED on: _____

Signature: _____

Print Name: _____