

St. Mary's Event Contract

St. Mary's Schools

50 Richland St.
Worcester, MA 01610
508-320-8033
csprow@stmaryselementaryschool.org

Event Type Description

This Agreement

Contracting Party:

Mailing Address:

Email Address:

Phone:

Function Information

Function Date: _____

Event Start Time: _____ Event End Time: _____

Approx. Number of Guests _____

Venue Fee: _____

Deposit Received: _____ / /2020

Event Liaison and Contact Details -

Name: _____

Contact: (work phone/cell phone): _____

Deposit and Payment

A 25% of venue fee deposit is required at the time of booking with this signed contract. This payment is non-refundable. The remaining 75% of the venue fee is due one week before the event is scheduled. We accept cash or a bank check.

Cancellation

Failure to cancel less than 24 hours before the event results in a full non-refundable charge.

Food and Beverage

Use of the kitchen for holding food is allotted, however, use of the kitchen to cook is not permitted. If alcohol is being served, a copy of an up-to-date permit is to be provided with this contract.

Music

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Speaker hook-ups are available at request with use of an auxiliary cord. Set-up will be done prior to the scheduled event. Please be mindful of music volume as we are located within a residential neighborhood.

Decorations and Signage

Event space can be decorated up to 24 hours before the event using thumb tacks/push pins, sticky tack, and command hooks. Use of nails, drills, and staple guns are not permitted and use of such will result in a fine for any damage done.

Smoking

Smoking is prohibited inside as well as on the grounds of the surrounding property of St. Mary's Schools.

Conduct

"The Renter" agrees to conduct the function in an orderly manner in full compliance with all applicable laws, regulations, and above rules. The renter assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability therein. St. Mary's reserves the right to refuse patronage and service of any renter and guest(s) if they do not comply accordingly.

Compliance with the Law

This agreement is subject to all federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. The parties agree to cooperate with each other to ensure compliance with such laws.

Handicap Accessibility

This event space is not handicap accessible.

Cleaning Fee

Events will be charged a cleaning fee which will be charged when the final 75% of the payment is due. Event space users are responsible for bagging all trash, tying up the bags, and leaving them in the can to be disposed of by the event space custodial service.

Parking

Parking is available on Richland Street where non-resident parking is available. Parking is also available in the gated lot across from the first entrance to the school as you are proceeding down Richland Street.

I understand and will comply with all the above terms and agreements.

_____ Date: _____

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