

## Rental Terms & Conditions:

St. Michael Parish Center, 90 Concord Rd., Bedford, MA 01730

### Function Hall

Rental of the 3,500-sq-ft, elegant St. Michael Parish Center Function Hall includes use of the kitchen, which offers two standard-size electric ovens; gas stovetop with six burners, one large refrigerator w/upper freezer (note: no ice maker), several sinks, ample counter space, restaurant-style dishwasher\*, and caterer's restroom.

Parish Center staff supplies and sets up chairs and tables -- up to 23 banquet-size rounds (6' diameter), which seat 8-10, and 12 rectangulars (6'x2.5') for refreshments, gifts, head table, sign-in, displays, etc. A 4' round and 4' square table can be requested as a cake or gift table. Renter(s) must supply tablecloths, dinnerware, food warmers, ice, hand and paper towels, condiments, and paper goods. General cleaning supplies, trash receptacles and trash bags are provided.

The Function Hall is amply lit with natural light. Lighting fixtures include five chandeliers, wall sconces, and track and spot lights. The room features a slightly elevated (two-step) stage. A/V equipment includes a mobile podium, built-in projection screen which is hidden from view when not in use, ceiling speakers, and two corded microphones/stands. The Parish Center does not provide a projector but can provide a projector cart. An upright, tuned piano is available for rent with advance notice. Easels and music stands can be provided at no charge with advance notice.

\* A member of the Custodial staff must demonstrate the operation of the dishwasher to catering staff and Renter(s) before it can be used.

### Set Up and Tables

As noted, the Parish Center Custodial staff will set up and break down the room; one or two Custodians remain in the building during most events and can assist the catering staff or hosts with trash removal. He/she is onsite to safeguard the building, ensure adherence to the Terms and Conditions, and assist with climate control and other physical plant and rental issues/needs.

Floor plan options include the following: all include six rectangular tables for food/beverages:

- Theater seating for up to 200
- Banquet seating for 50 - 200 with no dance area; 23 round tables max.
- Banquet seating for 200 or less, with dance floor space; 20 round tables \*

\*Dance space available only with 20 tables or less (fewer tables = more open floor space)

**NOTE:** When providing headcount, the number must include all persons in attendance, including Renter(s) and their family, guests, and children ages 2 and up. Under-reported headcount will incur an additional fee for the Renter(s). If additional tables are requested after headcount is provided to the Parish, an additional fee also may be collected from the Renter(s).

Renter(s) are allowed two hours before the event to access the Function Hall and kitchen to decorate tables and prepare food, etc. The Rental Manager or her designee will meet with the Renter(s) during their pre-event access time, which is set beforehand. The Rental Manager will review the Term, Conditions, Rules, Restrictions and Renters' Responsibilities at that time. If additional set-up time is needed, Renter(s) must discuss this ahead of time with the Rental Manager, who can authorize extra set-up time depending on the circumstances. Excessive set-up time will incur a higher rental fee or additional surcharge.

Renter(s) are allowed to lightly rearrange or "tweak" the floor plan to accommodate their needs upon arrival during the pre-arranged set-up time. To maintain the integrity of the tables and protect the floor, dragging, pushing or pulling tables is not permitted. Renter(s) must use at least two people to lift all tables into place. Children are not allowed to move tables. Under no circumstances are tables and chairs allowed to block the room exits, which are clearly marked. Renter(s) are not allowed to take tables or chairs from the storage closet, lobby, meeting rooms, or offices. No rearranging of the lobby unless previously authorized. If additional tables or chairs are needed, or tables/chairs removed, Renter(s) must discuss their needs ahead of time with the Rental Manager or consult with the Custodian on duty on the day of the event. Renter(s) assume any and all risk associated with moving Parish tables and chairs.

Renter(s) will be given the name of the Custodian on duty ahead of the event and are required to introduce themselves to the Custodian upon arrival. Should the Renter(s) arrive prior to the Custodian's arrival and should hold their questions and needs until his arrival.

## **Decorating**

Renter(s) must review the type of decorations planned with the Rental Manager in advance of the event. Certain restrictions apply in accordance with local fire codes and Parish regulations. Only blue painter's tape, string or removable 3m adhesives are allowed to attach or hang decorations. No duct, scotch, masking, packing or other harsh tape are allowed, as they peel off paint. If Renter(s) require tape on the floor to secure cords or for other reasons, Renter(s) must discuss need with the Rental Manager, and if the request is approved, the Parish will supply the tape. Renter(s) are not permitted to put their own tape on the floor.

In addition, no nails, screws, tacks, or anything that will puncture, mar or damage the walls, doors, trim or ceilings is allowed. No glitter, confetti or water beads are allowed. No construction or power tools are allowed inside the building. Lit candles are required to be in sturdy protective enclosures, per local fire regulations (birthday candles are allowed but must be cool before disposal). **No decorations are allowed on the chandeliers.**

All decorations must be removed from the building at the end of the event, unless prior arrangements are made with the Rental Manager (this may also result in a higher rental fee or additional surcharge). Renter(s) must supply the name and contact information of outside decorators 3-4 weeks before the event.

### **Tablecloths**

Renter(s) supply their own tablecloths. Table sizes are indicated in the top section of this document. Party goods stores (e.g., Party City) sell 84-96" round tablecloths that fit our round tables. Tablecloths for the rectangular tables can be found at reasonable cost from dollar stores and Market Basket. Linen tablecloths can be rented from party rental suppliers. The Rental Manager can supply a list of local party rental companies.

### **Catering**

The Parish can supply a caterers list upon request or Renter(s) are welcome to bring in their caterer of choice. Caterers are required to carry appropriate insurance and thoroughly clean the kitchen, including stoves, oven top, splatter walls, sinks, countertops, cabinets, refrigerator, freezer, etc., after usage. Caterers are welcome to bring in their own equipment, such as ice maker, refrigeration truck, outside gas grill, etc. Depending on the nature of the equipment and the demands on Parish resources (e.g., electricity), additional fees may apply. We require a Parish Custodian in the building when caterers are in the kitchen and using ovens, stovetops, or outside grills. Any cooking outside the building must be done in the parking area behind the kitchen at a minimum of 15-20 feet from the facility. No propane gas equipment or tanks are permitted inside the building at any time and cooking on the grass is not allowed. Caterers are responsible for taking all safety precautions, as well as thoroughly cleaning all cooking areas, including out-of-doors if used.

Renter(s) must supply the name and contact information of outside caterers. Caterers are responsible for cleaning the kitchen, including the counters and appliances used, if they are remaining onsite. If not remaining onsite, the clean-up responsibility falls to the Renter(s). Either way, the caterer or the Renter(s) needs to check in with the Custodian on duty before leaving the facility. The Custodian will evaluate the facility, including the kitchen (and out of doors, if used) and let the Renter(s) and/or caterer know if additional clean-up is required.

For events of over 130 attendees involving meals, Renter(s) must hire a caterer or clean-up crew to keep the Function Hall and kitchen neat and clean as the event progresses. Weddings, pre-weddings, dinner banquets, and other formal occasions are required to have an event coordinator or point of contact on duty and provide names and contact info 3-4 weeks ahead of the event.

If the facility is not cleaned to specifications, Renter(s) will forfeit to the Parish of St. Michael a portion or all of their security deposit.

## Alcohol

Alcoholic beverages, preferable wine and beer only, can be served during events if the following requirements are met:

1. Written proof of host liability insurance coverage must be provided by the Renter in an amount no less than \$1,000,000.00 naming **St. Michael Parish and Roman Catholic Archdiocese of Boston, Corporation Sole**, as the additional insured. Note: A caterer or bartending service may carry this insurance. This requirement is specified by the Archdiocese of Boston and is strictly enforced. This documentation is due to the Parish a minimum of three weeks before the scheduled event.
2. Alcoholic beverages must be served by an independent bartender,\* who shall follow all laws and policies regarding the distribution of alcohol, including no distribution to anyone under age 21, no distribution to anyone visibly inebriated, etc. Renter(s) must supply and name and contact information of the caterer or bartending service hired for the event. **Note:** A list of bartending services is available from the Rental Manager.
3. The bar area must never be unattended and must be supervised at all times that liquor is within reach of guests. No self-service is permitted.
4. The bar must stop serving alcoholic beverages a minimum of 30 minutes prior to the scheduled end time of the event. The bar may continue serving water, juice or soft drinks until the scheduled end time of the event.
5. If coolers or buckets/containers of drinks and/or ice are to be kept on the floor, they must be placed on sheets of plastic to protect the floor from water damage.

\* Not a guest of the party

## Clean Up

The rental fee includes one-hour at the conclusion of the event for clean-up. Renter(s) and their caterers, onsite coordinators, and/or cleaning crews are responsible for cleaning the kitchen, including the counters and appliances used; clearing tables in the Function Hall; and removing all food, supplies and decorations at the end of the event. The Custodian on duty is responsible for cleaning the floors, bathrooms, and common areas, such as the hallways and lobby, and will remove trash from the building to the dumpster. Renter(s) should not place anything in the dumpsters unless they first check with the Custodian on duty and he/she approves.

Renter(s) must check with the Custodian on duty prior to leaving to ensure the facility is left to our needs and specifications. To guide clean-up efforts, we urge Renter(s) to leave the Function Hall and kitchen, along with other rooms they may rent (e.g., meeting room), in the same condition they are found – or better!

## **Guest Behavior**

Attendees, including children, are expected to conduct themselves appropriately, respectfully, and with decorum at all times on Parish property. Upon entering and exiting the building, attendees are expected to walk (no running) to and from the parking lot and leave quietly out of respect for the people living in the rectory and in the homes nearby. Excessively loud music is not allowed, nor is dimming the lights to the point where mobility could be impaired. The Custodian on duty has authority to request music be turned down and is empowered to turn up lights to Parish specifications.

## **Policy on Children**

We require children and youths in attendance, including teenagers, to be closely supervised by their parents or adults in charge. Children and youths are expected to confine their activities to the room or rooms being rented. Children are not allowed to play on the grounds or elsewhere in the building, roam alone, or loiter or gather in the lobby, hallways, bathrooms, or outside the building. No running or ball playing is allowed inside or outside the facility. No climbing or jumping on furniture, sliding into walls/doors/etc. No banging the automatic door openers. No hanging out in the parking area playing loud music, etc. No food outside the Function Hall, or room being rented.

Renter(s) assume full responsibility for the behavior of the children at their event. Incidents of vandalism, damage, mischief, and excessive noise will result in an additional fee. Therefore, we advise all Renter(s) to inform their guests ahead of time of these requirements.

For children and teenage parties, consult with the Rental Manager for the adult-child ratio requirement. Also consult with the Rental Manager regarding restrictions on arts-and-crafts materials. **Note:** We do not rent space in our meeting room wing for childcare during events.

## **Additional Rental Space**

In addition to the Function Hall, additional rental space includes eight meeting rooms (three of which can be opened to form a “double” or “triple” meeting room for up to 30 and 45 respectively and depending on seating mode (squares, classroom or theater). Meeting rooms can be rented for a variety of small events, including sacramental receptions, showers, business/non-profit meetings, instruction, lectures, recitals, etc. Meeting rooms can be rented separately along with a Function Hall rental to serve as Bridal room or Prayer room. Children are not allowed unsupervised in the meeting room wing. Nursing mothers can request a chair for the Ladies’ restroom.

A registration table can be set up in the lobby outside the Function Hall entrance at no extra charge. Renter(s) may also use the tables in the Function Hall for guest book, seating cards, favors, displays, etc. Decorations within the scope of the Terms and Conditions are allowed.

Use of the lobby for pre-event hors d'oeuvres or other needs other than what is specified above must be approved by the Rental Manager and will incur an additional fee. Access and egress for safe foot traffic into and out of the Function Hall and other parts of the building must never be compromised.

Use of the backyard patio is permitted with prior approval and will incur an additional fee. Use of the backyard lawn for a tent and tables/chairs supplied by a party rental supply company is permitted with prior approval and will incur an additional fee. Parish tables and chairs are not allowed on the lawn. A limited number are permitted, with prior approval, on the patio.

As with the Function Hall, all clean-up and additional terms specified within this document apply to the additional Rental space within the building and on the property. All space needs and their intended usage by the Renter(s) must be discussed and approved no less than four weeks prior to the rental. Extra space requests at the last minute (certainly never on the day of the event) cannot be accommodated. Please plan ahead!

### **Smoking**

No smoking is allowed in the building; cigarette containers are provided outside of the kitchen entrance and to the right of the front entrance. These locations are for limited smoking by adults only. Cigarette butts thrown on the ground are unacceptable.

### **Entrance and Exits**

All guests must enter and exit through the main lobby doors only. Guests of the party are not permitted to enter the building through the side doors and may only exit through the side doors in emergency situations. The kitchen entrance is restricted to Renter(s), catering personnel and set-up/decorating/delivery crews. There are five emergency exits out of the Function Hall: the main entrance, the kitchen door, one exit on each side of the stage, and one through the double set of doors to the left of the kitchen. Renter(s) should encourage their guests to locate the exits upon arrival to be prepared in the event of an emergency evacuation.

### **Parking**

Attendees should park in the main lot only, which accommodates 130 vehicles. All are expected to observe the "No Parking" in staff and handicap spots. No vehicles are allowed at any time in the courtyard leading to the main entrance – no parking, dropping off or unloading is permitted in the courtyard. Parking is never allowed behind the rectory building. Vehicles parked in an unauthorized spot are subject to towing at owner's expense.

Renter(s), catering personal, and set-up/decorating/delivery crews may park on the side of the Parish Center (kitchen entrance), where a limited number of non-restricted spaces (those not designated for handicapped or staff) are available. Unloading may occur at the side door of the

Parish Center and guests may be dropped off at the foot of the courtyard from the access road that runs parallel to the Parish Center or at the side of the building where a walkway leads to the main entrance. The Parish Center building is situated at ground level with no stairs and is handicap accessible.

### **Security Deposit**

The Parish requires a security deposit and a completed Rental Request/Agreement form to hold the rental space and date. The Rental Manager informs Renter(s) of the security deposit amount due, which is payable by check to "*Parish of St. Michael*". This amount is separate from the rental fee and is returned 2-3 weeks after the event provided that Renter(s) adhere to the Terms and Conditions and the Parish suffers no losses or damages as a result of the Renter(s)' usage of our facilities.

### **Rental Fee**

The Rental fee for each event is provided to the Renter(s) by the Rental Manager based on a pre-set Rental Fee Schedule, which is reviewed and set annually by the Parish Rental Committee. The Rental Fee is payable by check to "*Parish of St. Michael*" and is due four weeks prior to the event. It can be mailed to: **Rental Office, St. Michael Parish Center, 90 Concord Rd., Bedford, MA 01730**. Payment can also be dropped off Monday-Thursday in the main Parish Center office between 9:00 a.m. - 3:00 p.m. Please note cash payments are not accepted and Renter(s) are responsible for any "bounced check" fees imposed on the Parish by the bank, plus any and all associated Parish administrative costs.

### **Cancellation Policy**

If an event is cancelled eight weeks prior to the event date, Renter(s) will receive their security deposit minus any administrative costs incurred. If an event is cancelled 4-8 weeks prior to the event date, 50% (half) of the deposit will be returned. If an event is cancelled 4 weeks prior to event date, the entire deposit will be forfeited. If an event is cancelled less than one month prior to the event date, the entire security deposit is forfeited along with half the rental fee.

### **Terms and Conditions**

Upon signing and dating the Parish Center Rental Request and Agreement form, the Renter(s) is bound to the Terms and Conditions set forth in this document. The Renter(s) agrees to adhere to the rules and restrictions of the Parish of St. Michael and accepts the responsibilities and consequences of violating the Terms and Conditions, as well as for any losses or damages suffered by the Parish as a result of the Renter(s)' usage of the Parish Center facility and Parish property. Violations of the Terms and Conditions can include the levying of additional charges, loss or partial loss of security deposit, police called to shut down an event, inability to rent the facility again in the future, and other punitive measures.

The Renter(s) must end their event at the specified time or an additional charge will be incurred. Additional restrictions and provisions may also apply. For instance, no animals are allowed in the building or on the property (except those that assist the disabled); no smoke machines are allowed, no blow-up bouncy houses or slides are allowed, no fireworks or pyrotechnics, etc. Contact the Rental Manager with specific requests and questions.

---

**Maureen Reyling**

(last update: 02-17/MGR)

Events/Rental Manager

St. Michael Parish Center

90 Concord Rd.

Bedford, MA 01730

781-860-3027

Fax: 781-271-9879

email: [Rentals@BedfordCatholic.org](mailto:Rentals@BedfordCatholic.org)

[www.bedfordcatholic.org](http://www.bedfordcatholic.org)