

FOR OFFICE USE ONLY

Date Received: _____ By _____ Db: _____ By _____ Scanned: _____ By _____

St. Mary Help of Christians ChurchParishOfficeStMaryAiken@charlestdiocese.orgFacility Requested: **Please indicate the room set-up and any special equipment you will need for this event on a separate sheet of paper.**

_____ Smith Hall/Upstairs	_____ Church/Narthex	_____ Mother Teresa Hall
_____ Smith Hall/Downstairs	_____ Church/Courtyard	_____ Mother Teresa Conference Rm
_____ St. Angela Hall/Gym	_____ Old St. Mary's/Nave	_____ Guadalupe Garden
_____ St. Angela Hall/Kitchen	_____ Old St. Mary's/Narthex	_____ St. Michael Hall
_____ School Room _____	_____ Old St. Mary's/Courtyd	_____ Waters Conf. Rm (St. Michael Conf Rm)
_____ Church/Nave	_____ St. Claire Chapel	_____ St. Michael Hall/Portico
_____ Other	_____ Sacred Heart Center	

Date of Application: _____ Date of Event: _____

Start Time of Event: _____ End Time of Event: _____

Organization, Committee, Group Name: _____

Type of Event: _____

Number of people attending: _____

*Do you need staff member to unlock and lock the building for your event? YES or NO

Alcohol served? ___ Yes ___ No (A responsible bartender is required to serve alcohol)

A permit for alcohol is required by the SC Dept. of Revenue for any sale of alcohol.

- ❖ Who is serving the alcohol (professionals, family, friends, etc.)? _____
- ❖ What experience do they have and if a professional, do they have their own liquor liability coverage?

- ❖ Type of alcohol being served, beer, wine, spirits/liquor? _____
- ❖ How is it being provided? Bar? Self-serve cooler? _____

Day of Event:

Time you need building opened for set-up: _____ Time Building Cleaned, Closed and Locked: _____

Facility Rental for Private Events: One-half (1/2) of the rental fee is due at the time the reservation is submitted. The balance is due a minimum of forty-five (45) days prior to the event. A **\$1,000.00** clean-up deposit is due a minimum of forty-five (45) days prior to the event. The clean-up deposit will be refunded if the facility and grounds are left as found at the start of the event.

Private events must provide proof of **liability insurance** or purchase insurance through the Diocese of Charleston. (Current cost: \$120, subject to change)

Please make ALL checks payable to St. Mary Help of Christians.

5/20/2022

Person assuming responsibility pursuant to policies: (Please print)

Name: _____ Mobile Phone: _____

Home Address: _____

Email: _____ Home Phone: _____

Secondary responsible person:

Name: _____ Mobile Phone: _____

Home Address: _____

Email: _____ Home Phone: _____

Set-Up for All Events: Building space will be available at your requested time only. Please be aware our staff do not offer catering services and have other duties to attend on campus. Parish Staff will set-up and take down tables and chairs. **Note:** For safety reasons all visitors must leave at time stated on this form so staff may prepare for next event.

Tables and chairs: St Angela Hall has 20 round tables and 10 large 8-ft. tables, each seating 10 people. We have 300 chairs, 4 high chairs and 7 small 5 ft. round tables.

Church Ministry Sponsored Event Set-Up Staff Will: Set-up tables and chairs according to attached diagram. Staff can be available to direct and assist your volunteers during the event when requested. Staff will set up coffee & drink dispensers. Provide dishes, glassware & utensils and electronic equipment when requested for liturgical parish sponsored events only or with prior approval by Director of Administration.

Church Ministry Sponsored Event Break-Down Staff Will: Sweep & mop kitchen floor, mats, gym floor, clean bathrooms, remove tables & chairs. Remove linens and have cleaned or recycled. Staff will lock all doors and turn off lights on request.

Church Ministry Sponsored Event your group is responsible for: Set up and take down of decorations, food, beverages & supplies (paper plates, utensils, napkins, cups, plastic table cloths or linens etc...) All trash must be bagged and placed in the dumpster out by the curb, clean all pots/pans, trays, utensils, dishes, glassware, counters and sinks. Place used towels in the baskets provided. Staff can be available to direct and assist your volunteers during the event when requested. You are required to remove all leftover food and personal supplies including decorations directly after the event ends. ***Please bring containers, plastic wrap and/or re-sealable bags for leftover food items.***

Non- Church Ministry Event Set-Up Staff Will: Set-up tables and chairs according to attached diagram..

Non- Church Ministry Event Break- Down Staff Will: Sweep & mop kitchen floor, mats, gym floor, clean bathrooms, remove tables & chairs. Staff will also lock all doors, turn off lights on request.

Non- Church Ministry Event your group is responsible for: Use of warmers, ice machine and sink only. Supply, place and remove table covers. Set up and take down of decorations, food, beverages & supplies (paper plates, napkins, cups, plastic table cloths or linens etc...). All trash must be bagged and placed in the dumpster out by the curb. Clean dishes, utensils, coffee makers, counters and sinks. Place used towels in the baskets provided. You are required to remove all leftover food and personal supplies including decorations directly after the event ends. ***Please bring containers, plastic wrap and/or re-sealable bags for leftover food items.***

Staff member is not responsible for: catering, bussing tables, cleaning dishes or taking out trash.

5/20/2022

Liturgical Parish Sponsored Event ONLY: (circle)

(or events approved by Director of Administration)

Microphones (SAH)

LCD Projector

Large screen (SAH)

Portable screen

iPod connector to SAH sound system

DVD Player

Salt & Pepper

Cold Drink Dispensers

Ice

Coffee (Reg/Decaf), Tea, Lemonade, Water

China

Cutlery

Glassware

Buffet Servers

Large Serving Platters

Punch Bowls

Tea Tureens

Large Coffee Pots

Coffee Cups & Saucers

Linens

Disposable Table Covers

Napkins

As a representative of the above named group, I have read the policies for use of St. Mary's facilities and agree to the requirements therein. I will assume responsibility for compliance. Our group is aware that St. Mary's assumes no liability for injuries received during this event. Each person participates at his/her own risk.

Signature of person assuming responsibility_____

Address:_____

If this is a school-sponsored event, you must have the principal's signature before submitting.

Principal's signature:_____Date:_____