BANQUET HALL CONTRACT
St. Patrick Catholic Church
1114 Willow St. San Antonio, TX 78208 (Phone 210-226-5223)
(Effective on May 4, 2021)

CUSTOMER INFORMATION

NAME: _____
ADDRESS: _____
HOME PHONE: _____
CELLULAR: _____

BOTH PARTIES AGREED TO THE FOLLOWING TERM AND CONDITIONS

DATE OF EVENT : _____
KIND OF EVENT : [ ] Wedding [ ] Quinceñera [ ] Other
START TIME: _____ END AT: _____
TOTAL NUMBER OF GUESTS: _____

PAYMENT AND CONDITIONS OF CONTRACT

1. _____ 25% of deposit is required at the time of signing the contract.
2. _____ If contract is made within 3 months before the event, 50% of deposit is required at the time of signing the contract.
3. _____ Total of Balance Due needs to be paid (2) two months prior to the event.
4. _____ Customer will make a monthly payment of $ _____ minimum.
5. _____ Payment must be made on the 10th of each month ($10 per day for late payment).
6. _____ If there are no payments made during (2) two consecutive months, the contract will be cancelled.
7. _____ St. Patrick will NOT REFUND any money of deposit or payment if this contract get cancelled by customer.
8. _____ In case of death of debutante, only 50% of all payments made will be refunded.
9. _____ Changes to the contract can only be done up to 6 months before the event, one time only.
10. _____ In case of major pandemic or public catastrophe, customer may change the date of the event, up to a year from the date of the original contract.

_____	_____	_____	_____
Customer	Date	St. Patrick's Staff	Date

RENTAL PRICES

SATURDAY, 6.00 pm to 12.00 am

(Doors open for vendors starting from 4.00 pm)

Rental Fee	**$ 2,200**
Security Guards	**$ _____**
($ 220, one guard, for an event less than 100 guests)	
($ 440, two guards, for an event more than 100 guests)	
Additional Quinceñera Practice prior to the event	**$ _____**
TOTAL	**$ _____**

For Payment using a Credit Card, 3.5% transaction fee is applied/added.

Total of Balance Due needs to be paid (2) two months prior to the event.

PAYMENT HISTORY

Date	Amount Paid	Receipt #	Remaining Balance	Office Signature

POLICY OF ST. PATRICK'S BANQUET HALL

GENERAL POLICY

1. _____ St. Patrick Catholic Church reserves the right to refuse, to cancel the use of its buildings/ facilities to any person, entity or other. Or to evict any person or entity for misconduct. **Or when it is deemed to be in the best interest of St. Patrick Catholic Church, including of its Catholic faith-based teachings.**
2. _____ St. Patrick's Banquet Hall has the right to cancel reservations, due to breach or violation of the contract.
3. _____ **Customer has to come to the office in person for any questions, changes or payments. (St. Patrick's Office Hour: Monday through Friday, 9 am to 3 pm)**
4. _____ **Banquet Hall has a particular arrangement for its 30 round tables, 300 chairs. Security guards or St. Patrick's Personnel has authorization to close entrances when maximum capacity is reached.**
5. _____ The law enforcement officers will be present and on-duty during reservation hours, and until all guests have left and the facility has been secured. All guests attending the event are to confine their activities to the facility being used.
6. _____ All children attending an event/a reception in the Banquet Hall must be accompanied by an adult guardian at all times. Children are to remain in the Banquet Hall, and not allowed to wander in and out of the building, parking lot, etc.
7. _____ For safety, running is not permitted in the building, or about the grounds.
8. _____ Parking is on a first come-first served basis. No parking is allowed on the grassy areas and fire lanes. Parking in these areas are subject to having their vehicles be towed away at their own expense. St. Patrick is not responsible for theft or damage to vehicles or their contents.
9. _____ If the crowd becomes unruly, the law enforcement officers have the authority to end the event immediately and vacate the premises. There is NO REFUND for the time lost.
10. _____ Conduct and Dress: Persons using the facility should be dressed tastefully. Anyone creating a disturbance or using abusive language will be escorted away by the law enforcement officers.
11. _____ No smoking is permitted inside the building, to include restrooms.
12. _____ No trash will be burned on the premises.
13. _____ After the event, please take all items you have/have rented, St. Patrick's Banquet Hall will not be responsible for items left behind.
14. _____ Thermostats: Any adjustments needed is to be made by St. Patrick's Personnel.
15. _____ St. Patrick's Personnel will be present when the Banquet Hall is being used.
16. _____ In case of problems with plumbing, AC, electric failure, or a serious building problem, St. Patrick's Banquet Hall reserve the rights to change the event to another ballroom. Customer waives the right to sue us due to these circumstances.
17. _____ **YOU WAIVE YOUR RIGHT TO SUE ST. PATRICK PARISH OR ST. PATRICK'S BANQUET HALL AT ANY TIME RELATED TO THE CONTRACT MADE OR CANCELLATION.**

LIABILITY INSURANCE

18. _____ Decoration, food catering, transportation, photographer/videographer, photo booth, hair and make-up, bands and DJs are all SEPARATE VENDORS. Customer needs to get Contracts of Service from them directly. St. Patrick's Banquet Hall is not responsible for any failure or breach of contract with them.

Food Catering Company _____

Liability Insurance provided _____

DJ & Band Company _____

Liability Insurance provided _____

DECORATION

19. _____ **Time to decorate is 9.00 am—4.00 pm, ON THE SAME DAY OF THE EVENT. Doors open for vendors starting from 4.00 pm.**
20. _____ Decoration: Please do not use staples on tables. The use of tacks, nails, glue or scotch tape is not permitted.
21. _____ Tables, chairs and furnishings may not be removed from the building. When food is served, tabletops must be covered with fabric covers. When skirting tables, clips should be used. Never nails or staples. No dance wax may be applied to floors.
22. _____ **Throwing rice, confetti, glitters, bird seeds or flower petals (real/fake) is not allowed.**

DJ & BAND

23. _____ DJ & Band need a Licensed Electrical Technician to assure the safety of their equipments and our facility. St. Patrick's Banquet Hall is not responsible for any damage of their equipments.
24. _____ Smoke and fog machines by DJ or band are not permitted.
25. _____ No electrical cords or cables will be strung across floors, or taped to floors or carpets.
26. _____ DJs, Bands must stop playing at 12.00 am, and haul all equipments out of the building within thirty (30) minutes.
27. _____ Volume of DJ & bands is to be of a moderate tone.

KITCHEN & CONCESSION

28. _____ St. Patrick's Concession sells drinks (beer, wine coolers, sodas and set-ups) and snacks. Thus, NO outside beer, wine coolers, sodas and snacks will be allowed.
29. _____ Concession's Last Call is 11.30 pm.
30. _____ We do not allow food/drink sold by customer.
31. _____ **A maximum of one 16-gallon Keg of beer is allowed, from 6.00 to 8.00 pm. Keg beer must be served by St. Patrick's Concession workers.**
32. _____ No one under the age of 21 will be allowed to consume alcoholic beverages on the premise.
33. _____ Kitchen is not available for cooking, however, it can be used at no extra cost for "warming only". Food serving will cease at 8.00 pm. Customer is responsible for cleaning of kitchen, counters, warmers and kitchen's floor.

QUINCEÑERA PRACTICE

34. _____ For a quinceanera, if customer desire to have a practice on-site before the date of the event, the Banquet Hall may be made available for a quinceanera practice at 7.00 pm—8.00 pm (when no other evening event is scheduled). Extra fee per-practice is $ 150. NO FOOD IS ALLOWED DURING A QUINCE PRACTICE.

Customer herein certifies that he/she has read, and fully understands all the attached rules incorporated and agrees to fully abide hereby.

_____	_____	_____	_____
Customer	Date	St. Patrick's Staff	Date