HALL RENTAL AGREEMENT FORM
FRIENDS OF OLD ST. FERDINAND, INC
#1 RUE ST. FRANCOIS
FLORISSANT MO 63031
314-837-2110
www.oldstferdinandshrine.com
oldstferdinandshrine@gmail.com

Please make a copy of your completed form to keep for your records.

Name________________________________________________________________
Address______________________________________________________________
Street number                        Street                                               Zip code                       State
E-mail Address______________________________Phone___________________________
Date of Reservation_____________________Time of Reservation______________

Cost of Rental: $135.00 for the first four hours and $25 for each hour thereafter, plus $25 security deposit. Checks should be made payable to Friends of Old Ferdinand Inc. Make two separate checks – one for the rental, one for the security deposit. We do not deposit the security check unless you have not met the conditions listed in this form.

Number of Tables requested_______   Number of Chairs requested___________

Time of arrival for set-up______________________________________________

The hall has a maximum capacity of 95 people. You are required to adhere to this capacity. Your rental must end by 12:00 a.m. (midnight) we do have an alarm system that will activate shortly after that time.

Please sign this agreement and return it with your full payment. Mail the form and to Old St. Ferdinand Shrine, #1 rue St. Francois, Florissant MO 63031.

Prior to signing please read the following rules that applies to all applicants:

1. The hall must be left in good condition by clearing all debris from tables and place debris in the provided trash containers. Please remove all of your decorations and lock all doors.

2. People responsible for the rental agreement must be at least 21 years of age and the responsible person is in attendance.

3. All decorations must be flame retardant. We ask table candles be in glass or non flammable containers. We ask you to not decorate the walls. Do not use staples, nails, thumbtacks or pins anywhere in the hall. You may use painters tape to secure your decorations.

4. There is no smoking in the hall. When smoking outside please use provided containers for cigarette disposal.
5. There will be a refundable security deposit of $25.00. This will be returned by mail immediately after the rental hall has been inspected and found to be in good condition. If you cancel your rental after payment has been made you will receive a refund equal to 50% of your rental payment.

6. Renter agrees to hold the Friends of Old St. Ferdinand and their property, including the facilities, free and harmless from any and all liability for injury to or death of any person in attendance at the event that is requested on this form.

I agree to the rules as presented on this Hall Agreement Form that apply to all applicants:

Done on this day of ________________________________

APPLICANT (RENTER'S NAME)  SIGNATURE REQUIRED

************************************************************************

For Office Use Only

Date application received ________________________________

Rental payment received ________________________________
(type of payment, cash, check & number, money order & number)

Security deposit received ________________________________
(type of payment check, cash, money order & number)

If you have any further questions please call Geri at 314-402-1687