

**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 City State Zip Code

E-mail Address _____ Phone _____

Date of Reservation _____ Time of Reservation _____

**Cost of Rental: \$200.00 for the first four hours and \$25 for each hour thereafter,
plus \$50 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. The security deposit check is not deposited and will be returned to you after your rental if we find the hall properly cleaned.

Time of your set-up _____ Your set-up time and hall rental must run consecutively. Example- Hall Rental 5:00 pm Set – Up Noon – 5pm

The hall is always set up for 112 people. You may rearrange the tables and chairs, however, prior to leaving, please return the chairs and tables to their original place. Your rental must end by 12:00 . (midnight)

Please sign this agreement and return it with your full payment. Mail the form and payment to:

St. Ferdinand Shrine, #1 rue St. Francois, Florissant MO 63031.

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

1. The hall must be left in good condition by clearing all debris from tables and placing the debris in the provided trash containers. Please remove all of your decorations and lock all doors. Remember to put the tables and chairs in their original place.
2. People responsible for the rental agreement must be at least 21 years of age and the responsible person is in attendance at all times.
3. All decorations must be flame retardant. We ask table candles to be in glass or nonflammable 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 a refundable security deposit of \$50.00. 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.
5. 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**

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

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)