



Application for Use of Parish Hall

4 Woodville Road, Shoreham, New York 11786

Event _____
(ie. birthday party, bridal shower, baby shower, wedding reception, anniversary party)

Name of Applicant or Organization _____

Contact Person _____ Phone _____

Address _____

Email _____

Date Requested _____ Time of Event _____

Pre-Event arrival time _____ Post-Event departure time _____

(times of arrival and departure must be prearranged and strictly adhered to)

Parish Hall *(reception capacity 100)* \$400 for 3 ½ hours

The donation is due with this application.

Number of People Expected: _____
(Hall limited to 100 people)

BUILDING USE:

DISPLAYS/DECORATIONS: All displays and/or decorations will be subject to the prior written approval of Saint Anselm's Episcopal Church. All decorations must meet with the approval of the Rocky Point Fire Department. Saint Anselm's Episcopal Church will not permit the affixing of anything to walls, doors, windows or ceilings, unless prior written approval is given.

FOOD/BEVERAGE SERVICE:

- ❖ Alcoholic beverages: Wine, beer, and champagne may be served, but hard liquor is not permitted.
- ❖ If alcoholic beverages are served, all beverages being served should be clearly identified as alcoholic or non-alcoholic.
- ❖ Non-alcoholic beverages (e.g., bottled water, soda, fruit juice) must be available and shall be prominently displayed and equally accessible to patrons. Serving areas for alcoholic and nonalcoholic beverages shall be separate.
- ❖ Food should always be served at any function where alcoholic beverages are provided. Any food containing alcoholic beverages as an ingredient should be clearly labeled as such.
- ❖ Any alcoholic beverage must be served by a person over the age of 21. Such person must not consume alcoholic beverages during the duration of the event at which he/she is serving.
- ❖ Specific times for the service of alcoholic beverages must be established (e.g., no "open bar").
- ❖ **UNDER NO CIRCUMSTANCES SHALL ALCOHOLIC BEVERAGES BE SERVED TO**
 - **(i) ANY PERSON UNDER THE AGE OF 21; or**
 - **(ii) ANY PERSON WHO APPEARS TO BE INTOXICATED OR IMPAIRED.**
- ❖ The sponsoring group for any event at which alcoholic beverages are to be served shall be responsible for arranging for transportation for any person who appears to be intoxicated or whose ability to drive or otherwise return home may be impaired.
- ❖ Smoking is **NOT** permitted in any of the buildings.

SAFETY PROCEDURES/REGULATIONS: It is the responsibility of the event chairperson to keep guests and/or their children from entering areas of the church not requested for use.

SET-UP/EQUIPMENT: Your rental includes use of Saint Anselm's Episcopal Church tables and chairs (numbers are limited). We will be happy to arrange the tables and chairs in the hall for you, however, you must provide a floor plan at least one week prior to the use of the hall. We have rectangular banquet tables (2 ½ x 6 feet) that seat 8 people each.

Restrooms are located in Parish Hall. Two restrooms which are Handicap accessible are on the premises located in the school hallway.

INDEMNIFICATION: The Patron shall indemnify, hold harmless, and defend, Saint Anselm's Episcopal Church and its employees, its Priest, Vestry and its officers, from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorney's fees) in litigation commenced by or against the Patron on account of personal injury, death or damage to or loss of property resulting from any act, negligence, or violation of the law or ordinance associated with the entering the hall with the implied or express permission of the Patron. Such indemnification by the Patron shall apply unless such damage or injury results from the sole negligence, gross negligence, or willful misconduct of Saint Anselm's Episcopal Church staff.

INSURANCE: It is the applicant's responsibility to provide evidence of insurance by producing a Certificate of Liability, naming Saint Anselm's Episcopal Church as "additional insured" on the policy.

If your insurance company does not provide "Host Insurance" through your homeowner's policy for this activity, visit www.TheEventHelper.com to obtain insurance online.

All property of Saint Anselm's has been dedicated to the Glory of God. It is expected that all activities on these premises will be in keeping with that dedication.

QUESTIONS: If you have any questions please call our parish office at 631-744-7730 or email parishoffice@stanselmsofshoreham.org.

I HAVE READ AND WILL HONOR THE ABOVE POLICIES.

Signature

Date