

# St. Anthony Community Center

## Reception Rental Agreement

### Rental Fees / Costs

- The fee to rent the St. Anthony Community Center is \$750 for members and \$1000 for non-members.
- A non-refundable deposit of \$500 is required to reserve the date requested.
  - The deposit will be deducted from the rental fee when invoice is issued.
- Member pricing for an event may only be obtained if the renter is a St. Anthony Community Center member or if the member is renting on behalf of a dependent.
  - Member must have had an active membership for minimum 2 calendar years prior to the date of the event.
- Invoice will be mailed to renter after the event. Sales tax will be added as required by law.
- No payment will be accepted the night of the event.
- No partial payments will be accepted.
- Renter will have 30 days from invoice date to make payment in full. After 30 days from invoice date a 10% late fee will be charged. After 45 days from invoice date the payment will be sought through legal channels and the renter will assume any additional cost of bill collection, including attorney fees.
- Renter is responsible for providing proof of liability insurance, minimum \$500,000

### Rental Rules

- The use of any type of pyrotechnic devices is strictly prohibited on Community Center property. This includes, but is not limited to, fountains, sparklers, firecrackers, bottle rockets, or any type of device that may otherwise be considered a firework. **THE USE OF ANY TYPE OF THESE DEVICES WILL RESULT IN A MINIMUM FEE OF \$1,000 AND ANY CLEANING OR RECOVERY AND ASSOCIATED FEES FROM SUCH USE WILL BE THE SOLE RESPONSIBILITY OF THE RENTER.**
- Event to be completed by 11:59 pm on night of the event.
  - Renter is responsible for removing all personal decorations from the St. Anthony Community Center by the completion of the event.
- No outside catering is allowed.
  - All main course items will be prepared in-house by the St. Anthony Community Center.
  - See Meal and Beverages section(s) for more information.
- A member of the St. Anthony Community Center Board of Directors or a representative will be present at the event. They will:
  - Clear tables after the meal and during the event as needed. As well as remove remaining cups, plates & trash after the event.
  - Tear down tables and chairs after of the event.
  - Provide assistance with other needs during the event. Examples:
    - Adjusting thermostats and lighting as directed by renter
    - Cleaning spills
    - Replacing paper products in restrooms
- The St. Anthony Community Center will provide the use of their ice machine and walk-in coolers. If additional ice or coolers are needed, it will be at the expense and responsibility of the renter.
- The St. Anthony Community Center will provide early access to the renter for decorating purposes only. See Decorating Rules section for more information.
  - Early access **does not** allow for any additional events outside of decorating.\*
  - No meals to be served during early access unless discussed and provided by the St. Anthony Community Center.
  - No access to fountain drinks, unless brought in by renter.

*\*If the hall is found to be used for an event other than decorating (i.e. rehearsal dinners, etc), additional rental and cleaning fees will be applied.*

- Wedding Ceremony
  - The renter is allowed to have the wedding ceremony in conjunction with the reception at the St. Anthony Community Center.
  - However, St. Anthony Community Center staff will only be responsible for the initial setup. Due to the nature of our staffing and to keep our costs low, the St. Anthony Community Center staff will not be able to solely tear down tables and move chairs.
  - The board member or representative will be available to assist; however, moving tables and/or chairs will be the responsibility of the renter.
  - If the ceremony is to be held in conjunction with the reception, the renter must notify St. Anthony Community Center staff at least 14 days prior to the event.

### **Event Set Up**

- Discuss the number of guests with St. Anthony Community Center staff at least 14 days prior to the event.
- Tables and chairs will be set up by St. Anthony Community Center staff.
  - If specific layout is desired, please discuss with St. Anthony Community Center staff.
- Round tables, rectangular tables and bar tables are available for use.

### **Decorating Rules**

- Early access to the St. Anthony Community Center will be allowed 2 days prior to the event if the hall is not otherwise booked.
  - See Rental Rules section for more details on early access.
- If candles are used, the candle must be contained within a container that is taller than the flame.
- Marbles, sand, or other abrasive substances shall not be used for base weights.
- No decor shall be hung from the duct work.
- No decor shall be hung from any lighting fixture.
- Any decor hanging from the metal beams will require prior approval from St. Anthony Community Center staff.
- Charges resulting from damage(s) left by decor will be passed on to the renter. Violations of decorating rules without prior authorization from an active board member are subject to additional fees.

### **Clean Up**

- Tables will be cleaned of drinks, plates, utensils, and trash by the St. Anthony Community Center representative at no additional charge.
- Renter is responsible for removing all decor from the tables and from the St. Anthony Community Center at the completion of the event.
- Any vomit, bodily fluids, or other excess mess created requiring extra cleaning will be completed at an extra cost that will be charged to the renter, minimum \$100.

## Meal

All meals are provided and cooked in-house by the St. Anthony Community Center. No outside catering is allowed. If meal desired is not listed below, contact the St. Anthony Community Center to discuss other possibilities.

- The St. Anthony Community Center offers the following options:

### One (1) meat with two sides, buffet-style (per plate)

Fried Chicken	\$11.75
Ham	\$11.75
Pork Loin	\$12.00
Roast Beef	\$12.75
Chicken Breast	\$12.75
Roast Turkey	\$12.75
Chicken Cordon Bleu	\$13.00

- A second meat may be added to the selected meal for an additional \$2.00 per plate; \$2.00 will be added onto the plate price of the higher of the two selections.
- Meal includes choice of two (2) sides listed below - additional side items may be purchased for an extra 75 ¢ per person, per item

## Sides

Dressing	Au Gratin Potatoes	California Blend
Mashed Potatoes	Green Beans	Winter Mix
Scalloped Potatoes	Corn	Fruit or Relish Tray

- Meal also includes, at no additional costs:
  - Gravy, cole slaw, bread & coffee
  - Table Service
    - Plates, clear fancy utensils, napkins, coffee cups and condiments
- Special menus may be arranged and quoted upon request.
- All leftover food will be placed in containers for renter to take home that evening.
- These are current prices - prices are guaranteed **6 months** prior to event.

## **Beverages**

- Alcoholic Beverages
  - There are two (2) options for purchasing alcoholic beverages, both in which, shall be the responsibility of the renter to decide.
    - Renter may select an alcohol caterer. Alcohol & licensed bartenders can be obtained through these caterers. See below for a list.
    - Renter may purchase their own alcohol and bring it to the center. The renter will provide the licensed bartenders. A list of bartenders is available if needed.
  - Renter may contact alcohol caterers or providers directly for both options
  - Renter pays alcohol caterers directly for both options - no additional fees are applied
  - The St. Anthony Community Center leases and maintains CO2 tanks for use with beer taps and fountain drinks; separate cups for alcohol are required and are the responsibility of the renter and/or alcohol caterer.
  - The St. Anthony Community Center will provide the use of their ice machine and walk-in coolers. If additional ice or coolers are needed, it will be at the expense and responsibility of the renter.
- Non-Alcoholic Drinks
  - For events with meals only, or by special request, the St. Anthony Community Center provides fountain drinks for \$1.50 per person. Price includes soft drink cups and unlimited refills.
  - Drink options include: Coke, Diet Coke, Sprite, Mr. Pibb, Powerade (Blue), Lemonade, Water and Soda Water.
  - The St. Anthony Community Center will provide the use of their ice machine and walk-in coolers. If additional ice or coolers are needed, it will be at the expense and responsibility of the renter.

## **Alcoholic Beverage Caterers**

\*Happy Hour Sports Bar & Grill, (Alcoholic Catering Service) Beer & Mixed Drinks: 812-481-2400

\*Headquarters, (Alcoholic Catering Service) Beer & Mixed Drinks: 812-482-3411

\*Schnitzelbank Catering , (Alcoholic Catering Service) Beer & Mixed Drinks: 812-634-2584

\*Fleig's Cafe, (Alcoholic Catering Service) Beer & Mixed Drinks: 812-367-1310

\*Hot Spot Bar and Grill, (Alcoholic Catering Service) Beer & Mixed Drinks: 812-678-2772

\*\*Rosie's Tavern, Beer & Wine Only: 812-326-2201

\*\*You may purchase your own and bring in to the St. Anthony Community Center

\* *They furnish licensed bartenders and all needed set-ups and cups*

\*\* *Renter furnishes licensed bartenders and all needed set-ups and cups*

**Liability**

The renter agrees to abide by all the rules, regulations, and bylaws set forth by the St. Anthony Community Center and the State of Indiana. The renter is responsible for damaged, destroyed, or missing property. The St. Anthony Community Center is not responsible for lost or stolen items. The renter agrees to hold harmless, indemnify and defend St. Anthony Community Center, Inc., its officers, directors, members, agents and employees from any and all claims and litigation in any way arising out of using the facility, excepting those claims due to the negligent acts or omissions of St. Anthony Community Center. Alcoholic beverages are not allowed outside of the building, the renter agrees to assume any and all fines or fees that could incur as a result of the violation of this rule. Renter is responsible for providing proof of liability insurance, minimum \$500,000.

**Force Majeure**

In no event shall the Community Center be responsible or liable to the Renter or to any third party for any failure or delay in the performance of its obligations hereunder, or for cancelling this agreement for reasons arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, epidemics, public health concerns, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities or public access roads.

Thank you for choosing us for your wedding. If you have any questions, please contact us.

Tosha Messmer - Booking Manager  
(812) 661-0886 | [saccbooking@gmail.com](mailto:saccbooking@gmail.com)

Nathan Butkauskas - President, Board of Directors  
(217) 521-4518 | [stanthonycmmctr@gmail.com](mailto:stanthonycmmctr@gmail.com)

Cory Sermersheim - Vice President, Board of Directors  
(812) 827-1258 | [stanthonycmmctr@gmail.com](mailto:stanthonycmmctr@gmail.com)

Please complete the below information to acknowledge you have read and agree to comply with the information in this contract.

This wedding reception, under the name of \_\_\_\_\_ is booked for  
\_\_\_\_\_. Are you a current member? Y / N

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

