

BANQUET HALL CONTRACT
St. Patrick Catholic Church
1114 Willow St. San Antonio, TX 78208 (Phone 210-226-5223)
(Effective on July 1, 2022)

CUSTOMER INFORMATION

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELLULAR: _____

BOTH PARTIES AGREED TO THE FOLLOWING TERM AND CONDITIONS

DATE OF EVENT : _____

KIND OF EVENT : Wedding Quinceañera Other

START TIME: _____ END AT: _____

TOTAL NUMBER OF GUESTS: _____ (Round Tables: _____, Chairs: _____)

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. _____ If there are no payments made during (2) two consecutive months, the contract will be cancelled.
5. _____ St. Patrick will NOT REFUND any money of deposit or payment if this contract get cancelled by customer.
6. _____ In case of death of debutante, 100% of payments already made will be refunded.
7. _____ Changes to the contract can only be made — up to 6 months before the event, one time only.
8. _____ 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 — (1-hour extra after 12 am is \$ 400)
 (Doors open for vendors starting at 4.00 pm)**

Rental Fee	\$ 2,400
Security Guards	\$ _____
<i>(\$ 300, one guard, for an event less than 100 guests)</i>	
<i>(\$ 550, two guards, for an event more than 100 guests)</i>	
Quinceañera Practice prior to the event (\$150)	\$ _____
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 (max). 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 ____

