



## Cedars Hall at the Woods: Rental Agreement

We are so very pleased that you have decided to host your event at Cedars Hall at the Woods. We are confident that you will have a wonderful experience in our beautiful setting. In an effort to make this process seamless we have created an outline of our guidelines for your reference. Please let us know if you have any questions regarding this information.

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Type of Event

\_\_\_\_\_  
Facility Date Time

### Rental Guidelines

#### Time Limits

The maximum use of Cedars Hall at the Woods is a total of 4 hours; not to exceed 11 p.m. Any period of time exceeding the maximum use must be approved before the event, and will be charged at a rate of \$75.00 per additional hour. All music, dancing and beverage service will not exceed approved event time. All decorations, disc jockey equipment, etc. must be removed within one hour after the event has ended. Cedars Hall at the Woods will be closed and secured one hour after the end of scheduled event time. There are no exceptions. Delays in closing due to unapproved extension of function or removal of decorations or equipment will be charged accordingly and will be deducted from the security deposit.

#### Safety

Weapons, firearms, illegal substances of any kind are strictly forbidden. Possession or use of any of the mentioned items will result in IMMEDIATE termination of the event. Caterer may shut down event if seen out of hand.

#### Right to Refuse Service

Cedars Hall at the Woods reserves the right to deny the rental of facility to any person, group, or organization whose beliefs and practices are contrary to the teachings of the Catholic Church.



### **Hall Decorating Guidelines**

Candles are to be enclosed in a non-flammable container. Nothing is to be hung from the walls or ceiling. No tape, nails, crepe paper, confetti or glitter of any kind is to be used. Balloons must be weighted so they will not obstruct the circulation systems.

Deliveries and/or decorating may begin at 9:30 a.m. the day of the event. All rental items and personal property are the responsibility of the renter and must be removed at the end of the event or they will be deemed unwanted and disposed of accordingly.

The dance floor is included in the price of the Cedars Reception Center. It is a permanent fixture and will not be moved.

Cedars Hall at the Woods has been renovated and redecorated. All pictures, lighting fixtures, and window treatments are the property of the Cedars Hall at the Woods and cannot be moved or removed.

### **Alcohol**

- There is a \$50 alcohol fee that is required at the time of booking the facility.
- Beverages served must be under the control and supervision of the Cedars Hall at the Wood's approved caterer.
- Any liability arising from drunkenness, fighting, and other disorderly conduct or of serving intoxicants to minors will be strictly placed on the renter.
- The sale or offer for sale of beer, wine or intoxicating beverages on the premises by the renter is strictly prohibited per township ordinances.
- The renter shall be responsible for the necessary supervision over all persons at their event.
- Cedars Hall at the Woods and/or its approved caterer reserve the right to shut down the event if deemed out of control.

### **Security**

Security by a uniformed North Jackson police officer is required by the town of North Jackson for any event at which alcohol is served. The renter is responsible for the payment of the police officer at a rate of \$25.00 per hour. A four hour minimum is required. Large events may require an additional officer. The fee is paid directly to the police officer at the beginning of the event and is to be paid in cash.

### **Hall Regulations**

Hall Regulations must be followed at all times. No group may use the facilities without a duly approved application. Applications shall not be transferred, assigned, or sublet in whole or part. Violation of this rule will result in possible forfeiture of deposit.

Renter shall be liable for all breakage, replacement, repair and/or other damage to the Cedars Hall at the Woods, resulting from the occupancy and use of the facility and grounds other than normal wear and tear.

### **Reservation Fee**

There is a \$150 hall reservation fee that is required at the time of booking the facility. It is non-refundable in an event of cancellation. The hall reservation fee will be deducted from the rental rate. No date will be held without the reservation fee.



### **Balance of Rental Fee**

The rental rate minus the hall reservation fee equals the balance due. The balance of the rental fee will be due 30 days prior to the date of the event. Checks are to be made payable to: NATIONAL SHRINE OF OUR LADY OF LEBANON.

### **Ceremony Fee**

There is a \$100 ceremony fee that is required at the time of booking the facility. This fee includes the ceremony as well as a rehearsal to take place the evening before the ceremony.

### **Security Deposit**

There is a security deposit of \$150 that is not included in the rental rate. If a satisfactory inspection of the premises is completed after the event, the security deposit will be returned within 14 days after the event. A separate check or cash is required for a security deposit, and is due 30 days prior to the event.

### **Catering**

Mocha House has been approved to serve you at Cedars.

Their menu is included for your review.

### **Pricing Structure**

Our pricing structure is predicted on the size of your event to make it budget friendly.

100	\$250
101 to 150	\$325
151 to 200	\$350
201 to 250	\$400
251 or more	\$500

**Facilities Cleaning Fee - \$100**

### **Cancellations**

If an event is canceled, the entire deposit that is required at the time of booking Cedars Hall at the Woods will be forfeited.



We acknowledge that we have read and received a copy of this agreement. Having read and understand the rules and regulations for the use of the Cedars Reception Center, we agree to abide by its terms.

\_\_\_\_\_  
(Applicant/Signed) \_\_\_\_\_  
Date

\_\_\_\_\_  
Hall Management \_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Function \_\_\_\_\_  
Date

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Total Deposit Amount Paid Cash Check Charge

\_\_\_\_\_ \_\_\_\_\_  
Total Remaining Amount Date