

# SULLIVAN CENTER “RULES OF USE”

The Charles E. Sullivan Center (“Center”) will be available to the Renter on the day of the event, per the times that is on the contract. The Renter and their guests must vacate the Center no later than the time set on your contract. **The building and equipment must be left in the same condition as it was before the event. Caterers, bartenders and/or Renter must clean any and all areas used, including cleanup of the hall, tables, flooring, all equipment, spills and drippings, stoves, counters, sinks, bathrooms and parking lot. All trash (hall, kitchen and bathrooms) is to be taken out to the dumpster at the end of the event.** There will be up to a \$400 (cash) charge for Police officers to be at the event for the last 4 hours of the function. They will also be the ones to lock up at the end of the event. If your contract is until midnight and you know that you will be ending earlier, it is your responsibility to contact the Hall Coordinator to adjust the time for the officer, no less than 1 week prior to the event. **These terms must be met to insure the refund of the Security Deposit. The Officers fee is subject to change.** Initials \_\_\_\_\_

**All monies are due 30 days prior to event.** If you are renting the Center and it is more than 30 days prior to the event, the payment may be made by Check, Cash, MasterCard, and Visa. **If less than 30 days the payment must be made by Cash, MasterCard, Visa, or Cashier’s Check.** Initials \_\_\_\_\_

**Renter is responsible for, and is expected to leave the kitchen and bar service areas in the condition in which it was found. Including without limitations, the cleaning of all tables, sinks and counters, disposal of all garbage and put in the blue dumpster outside the back door to the right, the cleaning of all equipment and kitchen floor swept & mopped. Renter is responsible for notifying any caterer or kitchen help of these rules, and for insuring compliance.** Initials \_\_\_\_\_

**It is our policy that any event for a minor (under 21) will NOT be able to have alcohol at the event.** Initials \_\_\_\_\_

**Gesu Parish has no license to sell alcohol beverages. No alcohol may be sold on the premises.** BYOB does require a Liquor License. The Renter is responsible for controlling the use of alcoholic beverages provided to Renter’s guests during the event. Gesu Parish accepts no responsibility for ordering or providing beverages, alcoholic or non-alcoholic, cooling tanks or any other supplies necessary for any service of beverages. Further, **Gesu Parish is not responsible for the handling or return of any refreshments, kegs, cases or equipment.** Initials \_\_\_\_\_

The Renter may select and use a caterer from the approved list. These caterers have provided their license, insurance, and workman’s comp and agreed to the terms of the hall. **We charge 10% fee to the Caterer for the use of the kitchen based on the food only.** Caterers on the list may use the kitchen (including refrigerators, stoves, ovens, dishwasher. If your caterer is NOT on our list and they have their license, insurance and workman’s comp, have them contact Dianna, **no less than 1 week**, prior to the event to get on the list. Caterers not on our list will not be able to use the stove/oven/dishwasher due to liability. Initials \_\_\_\_\_

**All table coverings and decorations must be flameproof.** No decoration may be attached to the walls, ceilings or floors of the Center in a fashion that will damage them. **This includes no duct tape or gorilla tape on the floors and walls.** All paper products are the responsibility of the Renter and must be flameproof. **Absolutely No tapered candles or candelabras, No CONFETTI OR GLITTER are to be used. Wedding ceremonies cannot take place in the center or on the premises. No Inflatables or tents are to be used in or outside of the hall.** Automatic forfeiture of security deposit will occur if these rules are not followed. Initials \_\_\_\_\_

Gesu Parish reserves the right to monitor the event in order to assure compliance with these rules, and to safe guard the premises, and may have employees in the Center during the event. **Maximum capacity of the hall is 300.** Initials \_\_\_\_\_

**The Center is a non-smoking environment,** and no smoking or vaping of any tobacco products of any nature is permitted inside any area of the center. Automatic forfeiture of security deposit will occur if this rule is not followed. Initials \_\_\_\_\_

Renter shall, at least 30 days prior to using the Center, provide a Certificate of Insurance to reflect the following: the insurance policy must be a commercial general liability policy, shall provide a limit of \$1,000,000 coverage and must be from an insurance company admitted to conduct business in the state of Ohio. **Renter acknowledges and agrees that the Center shall not be made available until such time as Renter provides said Certificate of Insurance with the Diocese of Toledo named as an additional insured. Further, Renter agrees to hold harmless Gesu Parish and the Diocese of Toledo from all matters directly and proximately caused by the Renter’s use of the Center.** Initials \_\_\_\_\_