

ST. JOHN THE BAPTIST CATHOLIC PARISH

279 So. Main St., Milpitas, CA 95035

PAVALKIS HALL APPLICATION

Please return this form to the office as soon as possible. Within two weeks you should receive a notice from the office whether your request has been approved or not.

Date Requested: _____

Time of Access to Facility: _____ Time Function Begins: _____ Time Function Ends: _____

Applicant: _____

Address: _____

Day Phone: _____ Evening Phone: _____ e-mail _____

Name of Group/Organization: _____

Type of Event: _____

Is the Applicant a registered parishioner for more than a year at the time of application? Yes No

Envelope/Account No.: _____

No. of People Expected: Youth: _____ Adults _____ Total: _____

Fundraising Event: Yes No If "Yes", explain purpose _____

Will food be served? Yes No Will Kitchen be used? Yes No

Will alcohol be served? Yes No If Yes, will it be sold? If yes and alcohol will be sold, an ABC License must be submitted (see p. 2 of Policies and Procedures). Liability Insurance is required when alcohol is served or sold.

Will there be music? Yes No Type: Band DJ

Applicant hereby agrees to hold St. John the Baptist Parish and any officer and employees thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the facilities of St. John the Baptist Parish. The applicant further agrees to furnish such liability or other insurance for the protection of the public and St. John the Baptist Parish and any officer and employee thereof as the parish may require. The applicant agrees to reimburse St. John the Baptist Parish for any damage to said facility occasioned by or growing out of the use herein requested, and to abide by the rules and regulations governing use of such. I have read and understand the clean up and decorating responsibilities.

Applicant agrees to pay:

- a) Security & Facility Use Deposit – A deposit of \$500 in the form of cash or money order issued to: **St. John's Parish**, refundable after the use date and will be returned to the applicant by mail in approximately 30 days, unless damages, additional maintenance or services were assessed.
- b) Insurance (Liability Coverage) – Must be purchased from the Diocese of San Jose at the current rate.
- c) Facility Use Fee (maximum of 9 hours) - **Category 1: \$1,200.00** **Category 2: \$1,500.00.**
(Includes set-up/take-down of tables/chairs and attendant fee).

Security & Facility use deposit is payable at the time of application in order to reserve the date being requested. All other fees, proof of insurance & set-up diagram are due thirty (30) days before the event. Prices are subject to change.

Signature of Applicant

Date

FOR OFFICE USE

Security & Facility Use Deposit _____ Facility Use Fee _____

Balance Due _____

Liability Insurance: Yes No ABC License: Yes No

Hall Scheduler Signature _____ Date _____