

# The Rev. Monsignor M. Davitt Fox Parish Center Authority

## Rental Information and Regulations

The Rev. Monsignor M. Davitt Fox Parish Center may be rented for social events, meetings, and cultural activities. Other uses of the property shall be approved by the Monsignor M. Davitt Fox Parish Center Authority, hereafter referred to as "the Authority".

### Reservations & Payments

Reservations are accepted up to 24 months in advance. Bookings will not be done on a "hold" basis. A reservation is established when the Contract has been fully executed by the customer and accepted by the Authority. A 50% deposit must accompany all applications. After 5 days, the deposit is non-refundable. The balance of the rental fee is due 10 days prior to the event.

### Damage Deposit

A \$250.00 refundable damage deposit is required 10 days prior to the rental date. The deposit is to guarantee the satisfactory cleanup of the facilities and equipment, to cover any damage that may have been caused by the customer, guests, caterers, or other contractors. A written notification of the Authority's intent to charge the damage deposit shall be mailed to the customer within 10 business days.

### Usage

Areas offered for rental are the Hall, Hall with Kitchen, or Classrooms.

Maximum occupancy for the Hall is 216 people for a sit-down dinner/buffet, and 350 for any other event. Tables and chairs provided are: (20) 60-inch round tables and 300 chairs.

The legal occupancy for a sit-down dinner is based upon the following number of participants per room:

- Hall - 216 people. (This number does not reflect space designated for buffets, additional bars, or a dance floor.)
- Classrooms seat up to 35 people.

Kitchen is equipped with refrigerator, freezer, stove, convection oven, dishwasher, ice machine and coffee maker. The janitorial closet is stocked with mops, toilet tissue and hand towels. We do not provide, coffee, coffee cups, cold drink cups, condiments, pots, pans, dishes, silverware, serving or kitchen utensils.

Restroom facilities are located in the hall.

Temperature controls are set. DO NOT change thermostat settings.  
DO NOT put tables and chairs away. This is covered in the cleaning fee.  
CHILDREN UNDER THE AGE OF 18 ARE NOT ALLOWED IN THE KITCHEN.

### Periods of Rental

Usage hours begin at the time the Hall is opened for any reason, i.e. deliveries, florists, caterers, and other activities, and do not conclude until the customer, guests, caterers, other staff contractors, and the Event Supervisor have left the hall. Exceeding hours will result in additional charges as set forth in the Schedule of Rates. Damage and additional hour charges will be deducted from the Damage Deposit.

### Responsibilities

The individual signing the contract assumes all responsibility for the rental and will be noted as "Customer" in this text. All payments, correspondence, Insurance Certificate/Application, and communications regarding the use of the hall will be made through this individual.

The customer may also appoint a designated representative who has full authority to act on his or her behalf. The Authority will notify this individual of damages or charges against the damage deposit in the event that they are unable to contact the customer. The designated representative will also have the authority to modify/terminate the contract on the customer's behalf. The Authority has the right to rely on the designated representative's authority with all powers and responsibilities as set forth in the Agreement until otherwise notified in writing by the customer.

### Insurance

Requires that caterer shall provide a certificate of Insurance 60 days prior to the scheduled event. This certificate shall name St. Francis as additional insured.

\$1,000,000.00 Combined Single Limit for Bodily Injury/Property Damage, and  
\$1,000,000.00 each Common Cause Limit/\$1,000,000.00 Aggregate Limit for Liquor.

Insurance coverage is included in the weekend rental rate. Insurance coverage is not included in the weekday rate. Should an organization not be able to provide a Certificate of Insurance, the fee for this is \$275.00 and requests should be made in sufficient time to have the insurance requirements satisfied 60 days in advance of the event.

An additional diocesan insurance fee is required for any non-parish event. (Fee amount is stated in the contract.)

**Alcoholic Beverages**

The sale and/or serving of alcoholic beverages must conform to all State of Connecticut and/or City of Middletown regulations. Alcoholic beverages shall be consumed only in the areas rented by the customer. Consumption of such beverage in cars, driveways, parking lots, and other areas of the Hall is a violation of the City of Middletown Ordinances and is prohibited.

Keg beer is not permitted.

Adequate and appropriate liability insurance, specifically covering the serving of alcoholic beverage, must be in effect and evidence there of must be presented to the Authority 60 days prior to the event. The Authority disclaims any, and the customer assumes all, responsibility from any liability arising from the serving of alcoholic beverages at this event and for compliance with Chapter 545 of the Connecticut General Statutes as amended.

If the guest count exceeds 150 people and alcoholic beverages are being served, a Middletown police officer is required. St. Francis church will make the arrangements. See contract for cost information.

**Permits**

Fundraising events for non-profit organizations during which items would be sold or raffled must have permission from the Authority and have the proper permits issued by the City of Middletown and the State of Connecticut. Permits and information regarding permits may be obtained by calling the Records Department at the Middletown Police Department at 860-344-3290.

**Event Supervisor**

The Authority will assign an Event Supervisor to be on hand to open and close the Hall at every event. He/she will be present the entire time that the Hall is open. The Event Supervisor's responsibility is to supervise the use of the facilities, to make certain the Rules and Regulations are understood, and that the customer complies with these Rules and Regulations. The Event Supervisor will also ensure that the Hall is set up as defined on the approved floor plan and that all decorations comply with the Rules and Regulations.

At the beginning of the event, the Event Supervisor will review a checklist with the customer, caterer, and/or his agent to ensure all details of the use agreement are completed. The customer, caterer, and/or his agent will also sign the inventory checklist. The customer is responsible for leaving the Hall, including the kitchen, furniture, table/chairs, in the same condition they were found. The Event Supervisor will be available to perform a general review of the House Rules and Regulations pertaining to adequate clean up of the facility and damages to the facility and/or its equipment and furnishings subsequent to customer's event. The Authority reserves the right to inspect the facility on the first business day after customer's event and to point out major discrepancies/failures to comply with the Rules and Regulations concerning the care and clean up of the Hall. Charges to correct these discrepancies will be deducted from the Damage Deposit.

**Deliveries**

Deliveries on days other than the day of the event must be coordinated through the Authority offices in advance. Deliveries may be made only during regular office hours. Authority personnel will not sign for any deliveries nor assume responsibility for such property. The customer or the customer's agent should be present for these deliveries.

Unless other arrangements are made, all rental items and items belonging to the customer must be removed from the premises on the day of the event. Authority personnel will not assume responsibility for any property left behind.

**Decorating**

Decorating time is included in the "use hours." No decorating will be permitted on or attached to any surface including, but not limited to walls, woodwork, furniture, and light fixtures. Decoration may be placed on tables: the use of scotch tape, staples, nails, and other fastening or adhesive materials is prohibited. All decoration must be removed at the conclusion of the event.

In order to protect the Hall from fire hazards, candle use must be approved by the Authority prior to the event and a sample will be required. If candles are to be used, they must be totally enclosed and protected by glass. If the proposed candle use is not approved prior to the event, it will be prohibited and removed.

If plants are used, watertight, non-sweating containers are required. If balloons are used, tethers shall be long enough to recapture the balloon should it float to the ceiling.

At different times during the year the Hall may be decorated. These decorations may be of a holiday nature or a particular theme. These decorations may not be moved or removed.

**Parking**

Vehicles should be parked in the designated parking areas. Accessible parking is designated near the building. Parking is not permitted along the driveway from Elm Street or Silver Street, nor on any lawn area.

**Fire and Safety**

No furniture, tables, or chairs may be placed in any area which, in the opinion of the Fire Marshal's Office, would block the safe egress of the occupants.

The Authority reserves the right to modify or no longer permit certain floor plans, based upon changes to state and local fire codes, consideration of the health and safety of the occupants, and the protection of the Hall and its furnishings.

Use of grills or open flames are prohibited within the building. Chafing dishes with contained burners under them are acceptable.

Smoking is strictly prohibited inside the building. Smoking will be permitted outside, away from the building. Urns will be available for disposal.

The use of fireworks, sparklers, flares, torches, luminaries, or other such open flames is strictly prohibited in and around the Hall. This is grounds for immediate removal of the violators and termination of the event.

No loud music or noise outside will be allowed after 11:00 PM on Friday, Saturday, or evenings before holidays; and after 10:00 PM Sunday through Thursday. It shall be the customers' responsibility to comply with the noise levels as stated in Chapter 13 of the Middletown Code of Ordinances.

Throwing of rice, confetti, or paper petals is not permitted inside or outside of the hall. If there is evidence that these items were used, a fee will be incurred to restore the building, walks, and grounds to their original condition and will be charged against the damage deposit. Proper clean up of birdseed is the responsibility of the customer. Pets are not allowed in the Hall, with the exception of Guide dogs.

**Compliance with State and City Laws**

The Customer must comply with all laws and regulations of the Authority, the State of Connecticut and/or the City of Middletown, including but not limited to safety, fire, health, and zoning laws, statutes, ordinances, rules, and regulations. The Event Supervisor has the right to remove any individual who in his/her opinion is in flagrant violation of the Rules and Regulations and to terminate any use or activity in whole or in part which is not in compliance. If the event is totally terminated, the facility must be vacated and full compensation for damages will be required from the customer. No refund of rental fee will be made if such a discontinuance is ordered.

Strict adherence to seating capacity in accordance with fire code regulations is necessary. Failure to comply will result in the immediate termination of use of the facility.

Compliance with fire code regulations requires that any event be concluded in the event of a power failure. The Authority will be held harmless for any damages should an event be terminated. The Authority expects the customer to conduct his/her event in a manner, which gives proper consideration for building, decorations, equipment, and furnishings located within the Hall. The following regulations, in addition to the specific requirements set forth previously, have been established to protect the facility and its contents.

**Set Up**

All arrangements for deliveries on days other than the day of the event must be coordinated through the office in advance. Authority personnel will not sign for any deliveries or assume responsibility for such property. The customer or the customer's agent should be present for these deliveries.

Unloading of vehicles should occur at either the entrances to the Hall. Cars should not be left unattended. After unloading cars remaining on premise should be parked in the proper parking area.

The Hall will set up according to a pre-approved floor plan. The floor plan should be submitted 14 days prior to the event. Modifications to the floor plan should not violate fire code.

Caterer/Customer is required to perform a check list with the Event Supervisor at the beginning and conclusion of the event.

Unless other arrangement are made, all rental items and items belonging to the customer must be removed from the premises on the day of the event. Authority personnel will not assume responsibility for any property left behind.

**House Rules and Regulations**

No decorating will be permitted on or attached to any surface including, but not limited to: walls, woodwork, furniture, and light fixtures. Decoration may be placed on tables: the use of scotch tape, staples, nails, and other fastening or adhesive materials is prohibited. All decorations shall be removed at the conclusion of the event.

In order to protect the Hall from fire hazards, candle use must be approved by the Authority prior to the event and a sample will be required. If candles are to be used, they must be totally enclosed and protected by glass. If the proposed candle use is not approved prior to the event, it will be prohibited and removed.

If plants are used, watertight non-sweating containers are required. If balloons are used, tethers shall be long enough to recapture the balloon should it float to the ceiling. At different times during the year, the Hall and grounds may be decorated. These decorations may be of a holiday nature or a particular theme. These decorations shall not be moved or removed.

**Cleanup**

Customer/Caterer should remove all food, glasses, dishes, flatware, linens, and or paper goods from all rooms utilized by the guest including the rest room facilities, as well as the grounds if utilized by the guests.

Customer/Caterer is responsible for mopping the kitchen.