

# OUR LADY OF THE SEAS CATHOLIC CHURCH

## LETTER OF INTENT FOR HALL RENTAL

### 1.0 Hall Rental Policy

- 1.1 Our Lady of the Seas (OLS) Church functions has priority over outside functions.
- 1.2 Both OLS and renter must sign this Letter of Intent.
- 1.3 Renter must obtain a Certificate of Insurance in compliance with the policies of the Diocese of Raleigh.
- 1.4 The Hall shall not be rented for non-church sponsored profit-making ventures or events.
- 1.5 Rentals will be on a first come first serve basis.

### 2.0 General Information

- 2.1 All events shall be booked through the Parish Office ( [olssecretary@aol.com](mailto:olssecretary@aol.com) ) \*Place in subject line ~ **date of event.**
  - 2.2 All fees for the event will be paid at the time of the booking.
  - 2.3 Keys to the Hall may be picked up at the Parish Office the day prior to the event.
  - 2.4 Keys to the Hall must be returned to the Parish Office by the day following the event.
  - 2.5 All events shall end no later than 12:00am.
  - 2.6 The Hall capacity of 130 persons shall not be exceeded.
  - 2.7 **The Non-refundable deposit of half of the total rental fee will be forfeited if renter cancels the event.**
  - 2.8 Delivery of items needed for the event may be made the day prior to the event.
  - 2.9 The kitchen is not to be used for preparation of food.
  - 2.10 The kitchen may be used to heat food that is prepared elsewhere.
  - 2.11 The Hall must be secured and utilities turned off or down at the end of the event.
  - 2.12 Clean-up of the Hall: The Hall must be left in the same condition as it was found. This is to include, but not be limited to:
    - 2.12.1 All leftover food and drink must be removed;
    - 2.12.2 Remove all items that do not belong to OLS;
    - 2.12.3 Empty all trash cans into outside receptacles;
    - 2.12.4 Place outside trash receptacles on Highway 12 for pick-up.
- NOTE: PRIOR ARRANGEMENTS WITH THE PARISH OFFICE MUST BE MADE TO ACQUIRE THE KEY TO SET UP THE HALL 24 HOURS IN ADVANCE.
- 2.13 Smoking is not permitted in the Hall. Smoking is permitted outside on the deck and in the parking lot only.
  - 2.14 No pets are permitted except service animals.
  - 2.15 No gambling of any type is permitted.

**3.0 Beverage Policy**

- 3.1 **Hard Liquor is not permitted.**
- 3.2 Beer and wine is permitted to be served, but cannot be sold.

**4.0 Hall Decoration**

- 4.1 No items may be attached to the wall or any other structure in the Hall. You may use fishing line to tie decorations to the beams.
- 4.2 All decorations must be free standing or table top only.
- 4.3 Any damage to the Hall by decorations shall be the responsibility of the renter.

**5.0 Noise Policy – County Ordinance**

- 5.1 All noise must be kept to a level that will not disturb or annoy any person in the vicinity.
- 5.2 Shouting or fighting is not permitted.
- 5.3 Loud singing that is audible off the premises is not permitted.
- 5.4 **Music MUST conclude by 10:00 PM.**

**6.0 Cancellation**

- 6.1 OLS reserves the right to cancel any event at any time for non-compliance with any item listed in this Letter of Intent for Use of Parish Facilities.
- 6.2 All damages to any church property are the responsibility of the renter signing this Letter of Intent.

**7.0 Damage or Injury**

- 7.1 OLS is not responsible for any injury, damage, or loss to any person or their personal property in OLS buildings or on OLS property, including their vehicles, during this event.

**8.0 Fee Schedule**

Hall Rental Fee	
Registered resident parishioners	\$600.00
Activity Military	\$600.00
Full-time resident of Hatteras & Ocracoke	\$1000.00
Non-registered, non-local parties	\$1500.00

**9.0 Additional Fees**

Cleaning Fee	\$100.00
Damage Deposit <b>refundable after final inspection</b>	\$600.00
Liability Insurance (Gallagher Risk Management)	<b>\$125.00</b>

9.1 The 1/2 of the Rental Fee is due at booking along with sign agreement.

9.2 Checks are to be made out to: Our Lady of the Seas Catholic Church for rental fee and deposit fees. Mailing address:

**Our Lady of the Seas**  
**PO Box 399**  
**Buxton, NC 27920**  
**Attn: Anita Bills**

9.3 Check for insurance \$125.00, is to be made out to: Arthur J. Gallagher Risk Management Services. Mailing address:

**Arthur J. Gallagher Risk Management Services**  
**Attn: Julia Seidel**  
**Two Pierce Place**  
**Itasca, IL 60143**

9.4 The reservation is not final until this Letter of Intent, and the Agreement for Use of Parish Facilities is signed by both parties and all fees are received.

The execution of this Letter of Intent for Hall Rental means that I have read and understand, and agree to all terms and conditions listed herein.

\_\_\_\_\_  
Renter Signature                      Printed Name                      Date

\_\_\_\_\_  
OLS Signature                      Anita Bills  
Printed Name                      Date

Rental Fee received \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_  
Deposit returned on \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

**Diocese of Raleigh  
Application for Special Events Coverage**

Name of Parish,  
School, or Agency: Our Lady of the Seas

Street Address: 48478 Hwy. 12 ~ PO Box 399

City, State, Zip Code: Buxton, NC 27920-0399

Phone: 252-995-6370

Contact Person: Anita Bills  
(printed name)

Date of Event: \_\_\_\_\_

Type of Event (Example: Wedding Reception  
Anniversary Party, Etc. - Please Specify): \_\_\_\_\_

Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

**Lessee (Additional Insured) Information:**  
Name of Sponsoring Organization and/or  
Individual Requesting Coverage: \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_

Will there be Liquor at the event?  
Yes No

Street Address: \_\_\_\_\_

Is Liquor being sold, included in the price of admission, or  
provided at a fundraiser?  
Yes No

City, State, Zip Code: \_\_\_\_\_

If yes, a separate, additional Liquor Liability policy is required.

Telephone: \_\_\_\_\_

Is Food Being Served? Yes No

Lessee Signature \_\_\_\_\_

Overnight Event? Yes No

The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim). This coverage is underwritten by Great American Assurance Co.

Cost of Coverage: \$125 Per Event (Need Prior Underwriting Approval) \$150 For an Overnight Event (Need Prior Underwriting Approval)

- Coverage does not apply to certain events such as, but not limited to:**
- Amusement rides, mechanically operated devices, trampolines, & rebounding devices
  - Events where a fee or admission is charged, unless all proceeds go to charity
  - Events organized or operated by professional promoters/performers
  - Events with attendance of more than 1,000 persons
  - Sporting events including tournaments & camps
  - Events which exceed 72 hours in duration
  - Events involving pool or lake activities
  - Events involving recreational vehicles
  - Fireworks & fireworks displays
  - Any Carnival Event
  - Liquor Liability (Dram Shop) coverage

For Company Use only:

**NOTIFICATION OF AN EVENT MUST REACH ARTHUR J. GALLAGHER  
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT  
\*ALL EVENTS NEED PRIOR APPROVAL BY K & K Insurance Group, Inc.\***

Please make check or money order payable to:

**COMPLETE AND RETURN THIS FORM TO:**

**Arthur J. Gallagher Risk Management Services**

**Arthur J. Gallagher Risk Management Services**

**Please do not send cash.**

Attn: Julia Seidel Phone: (630) 285-3579  
Two Pierce Place Fax: (630)285-4062  
Itasca, IL 60143 E-mail: julia\_seidel@ajg.com

Please report all claims to K & K Insurance Group, Inc. Claims department at 1-800-237-2917

**All Events must be reported 15 days prior to effective date.**

Date rec'd \_\_\_\_\_ Ck # \_\_\_\_\_ COA \_\_\_\_\_

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