

Day of Wedding
Parish Hall Terms & Conditions
Sacred Heart Church, 502 2nd Ave SE, Aberdeen, SD 57401
605-225-7065

Thank you for selecting Sacred Heart Parish for your special event. We hope you enjoy your time with us. To help ensure the use of this hall for years to come, the following terms and conditions are in place.

Security Deposit: A \$150 refundable security deposit is REQUIRED. A deposit check is required and will be stapled to the contract upon signing. The check will be returned to you after the event, providing the User has fully complied with the contract including no damage to the premises AND the piano has not been moved. **If moved, the cost to retune the piano will be deducted from the security deposit.** If the full dollar amount of the deposit is not to be returned, the reason will be stated on the contract and the User will be notified.

There is an additional fee to reserve the hall the evening prior to the event.

Duration of Event: The User may utilize the hall from the morning of the wedding until the conclusion of the wedding ceremony. If by chance a funeral is to be held, special arrangements will be made to accommodate you as best we can.

Keys: Coordinators will make arrangements for entry to the hall.

Sub-Letting: The hall MAY NOT be sub-let! This agreement is exclusively with the contract signer.

Use of Tobacco: All Parish facilities and grounds are non-smoking.

Use of Alcohol: NO alcohol is permitted, in the Parish Hall or on the grounds under this contract.

Food: Food may be stored in the refrigerator. **You must bring your own paper products for serving. Only light snacks are permitted under this contract.**

General Instructions: There are MANY functions scheduled to use the Parish Hall. Your help is needed to ensure that the hall is presentable for other functions! **So, before you turn off the lights, make sure the hall is presentable for the next group coming in.** You can do this by following this checklist.

1. Round tables and chairs may be rearranged and must be returned to their original location before leaving. A floor plan is located on the bulletin board. **No other furnishings may be moved especially– the piano**
2. Wash off all tables and counters that were utilized. Cleaning supplies are available.
3. Hang soiled towels and dishcloths over the top of the washer and dryer.
4. Make sure the floors have been swept and all spills wiped up. Scrubbing is not required.
5. Tie all garbage bags used and take them out to the dumpster. (The dumpster is located outside the kitchen door.)
6. Assure that the kitchen door leading to the dumpster and the main hall doors are locked.
7. Turn off all lights.
8. **Make sure to take ALL food items that you brought in with you!!!**

If anything is damaged (accidental or otherwise), please inform the Parish Office **as soon as possible** so repairs can be made. **Thank you!!**