

# SACRED HEART CULTURAL CENTER

## RENTAL FEES:

Saturdays and Holidays: 12 hour minimum	\$1700.00
Sunday – Friday: 12 hour minimum	\$1400.00
Use of Organ	\$100.00
Deposit Required (Non-refundable, Non-transferable)	\$700.00
Additional hours per hour	\$70.00
Security Deposit	\$200.00

## RENTAL PROCEDURES:

1. To reserve a rental date for the Great Hall at Sacred Heart Cultural Center, a nonrefundable deposit of \$700.00 must be paid to Sacred Heart Cultural Center and the Rental Contract signed.
2. Balance of the rental fee is due 90 days before the event; failure to pay within 90 days will result in a loss of all funds paid to date and the right to use Sacred Heart Cultural Center.
3. Cancellation within 60 days of the event will result in a loss of all funds paid to date.
4. Sacred Heart Cultural Center will not enter into a rental contract with anyone under twenty-one (21) years of age.
5. The security deposit amount will be scaled according to the type of event and returned provided **all rules are observed, including removal of trash.**
6. Hours of rental include the time it takes the lessee and/or any individual contracted by the lessee to set up and take down from the event. This includes anyone helping with the rental.
7. Due to the historic value and age of the building, construction which could include scaf-folding may be on site during the event.
8. Rehearsal time for a wedding is provided by Sacred Heart. **One hour** is allocated for the rehearsal. The date and time for the rehearsal cannot be scheduled until **sixty days before the event.** The Lessee will be charged for any additional time used during rehearsal.
9. An Augusta Richmond County Ordinance requires that a fireman and a policeman be on duty during the hours of the event. The lessee is responsible for hiring and paying these individuals.  
Call: Sgt. Tommy Usry, Police Department - 794-7812  
Cpt. Tommy Cox, Fire Department - 821-1644

I have read and understand all the Rental Procedures, Rules, and Regulations associated with the Rental Contract.

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

Date \_\_\_\_\_

Revised October 1, 2009

# SACRED HEART CULTURAL CENTER

## RENTAL RULES & REGULATIONS

Sacred Heart Cultural Center is a non-profit institution and its historical and architectural significance is unique to the community. The Sacred Heart Cultural Center staff is responsible for the care and protection of this historic facility; therefore, the following rules and regulations are required:

1. Lessee will be held responsible for all actions of his caterer, florist, band, D.J., Guests and anyone involved with the events.
2. The Staff of SHCC will set up tables and chairs belonging to Sacred Heart according to the diagram filled out by the lessee. The Staff will put away the tables and chairs during the last hour of the rental time.
3. **The Sacred Heart Staff will not be responsible for setting up additional tables and chairs brought in by lessee, or moving tables or chairs during the event.**
4. No furniture or equipment in the Great Hall, Kitchen, or Conference Room may be moved without prior consent from the management.
5. All electrical hookups for additional lighting must be approved by the management.
6. Smoking is strictly forbidden in and around Sacred Heart Cultural Center.
7. No staples, nails, tacks, tape, or other items may be affixed to the columns, floors, walls, windows, doors, or furniture.
8. No items may be draped or wrapped on the Stations of the Cross or the Statues on the Altars. These items are works of art; they are invaluable to this facility.
9. No artificial platforms and no carpentry work are allowed inside the building. Only approved risers may be used.
10. No pets of any kind are permitted on the grounds of Sacred Heart.
11. Helium balloons, rice, birdseed, glitter, confetti, liquid string, real rose petals, etc. may not be used **inside** the building. Liquid string and rice may not be used **outside** the building.
12. Sparklers, bubble machines, or smoke machines are not allowed on premises.
13. Sacred Heart Cultural Center reserves the right to refuse any items brought into the building by the lessee or agents thereof which could cause damage to the building or injury to the guests.
14. All functions are to end at the agreed time. Sacred Heart Cultural Center reserves the right to insist that guests, caterers, florist, band members, etc. leave the building at the agreed time.
15. Sacred Heart Cultural Center will not assume responsibility for any items left by anyone in the building.
16. Any publicity concerning Sacred Heart Cultural Center must be cleared and approved by the Executive Director of Sacred Heart Cultural Center.

An Augusta/Richmond County ordinance requires that the Lessee contact the Police Dept. (Sgt. Tommy Usry - 794-7812) and the Fire Dept. (Cpt. Tommy Cox - 821-1644). Each will want to know the nature of the event and will require the lessee to have a policeman and a fireman on duty during the scheduled event. All charges for these services are the responsibility of the lessee. Please make contacts two weeks before function.

# SACRED HEART

## CULTURAL CENTER

### FACT SHEET

#### Main Room

- 7000 sq. ft. total area
- Rectangular in shape
- Capacity for reception - 500 standing
- Will seat up to 600 auditorium style
- Will seat up to 240 at tables
- Raised stage area - 36' x 25'
- Length of room from back doors to stage steps - 100 feet
- Width of main area is 60 feet

#### Restroom Areas

- Men's and Ladies' Restrooms are downstairs.
- Handicapped Restroom facilities are in West Round Room off the Great Hall.
- A water fountain is next to the restrooms downstairs.

#### Conference Room

- There is a Conference Room downstairs with a conference table and chairs.
- The room can be used as a dressing room for brides.

#### Kitchen

- A Caterer's Kitchen off the Great Hall is available to serve food. It is not intended for the complete preparation of food for an event.
- Equipment includes: gas stove with double ovens, triple sink, double door refrigerator, ice maker (about 400 lbs.), warming oven.

#### Parking Areas

- There are approximately 190 visitor parking places at Sacred Heart Cultural Center located in the lot across the street and to the left of the building and grounds.
- There are approximately 100 additional places in the surrounding area.

# SACRED HEART CULTURAL CENTER

## RENTAL AGREEMENT

This agreement must be returned with a deposit to reserve rental date.

This RENTAL AGREEMENT is made and entered into by and between SACRED HEART CULTURAL CENTER, NC. ("LESSOR") and

Name of Individual, Club, or Group: \_\_\_\_\_ ("LESSEE")

Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

This Rental Agreement shall be for the use of the Great Hall by LESSEE for the following function: (please be specific):

\_\_\_\_\_

(Dinner, reception, wedding, meeting, etc.)

The term of this Rental Agreement shall be for the following dates and times and in consideration of the rental of the Great Hall, LESSEE shall pay rent as follows:

Date Requested: \_\_\_\_\_ Day: \_\_\_\_\_ Time Function Starts: \_\_\_\_\_

Twelve Hours (12) Rental Fee \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

(Time includes set up and break down)

Non-Refundable/Non Transferable Deposit Paid: \$ \_\_\_\_\_

### Security Deposit:

The LESSEE agrees to indemnify and hold harmless Sacred Heart Cultural Center, Inc., and its directors, officers, employees and agents from any claims, damage, loss of or expense (including attorney's fees) arising out of the use of the premises by LESSEE's guests, invitees, agents or those such as caterers, musicians and others who are working for or with LESSEE.

The LESSEE shall find the premises to be in a clean, safe condition and hereby agrees to leave said premises and surrounding areas adjacent to Sacred Heart in a clean, safe condition. Failure of the LESSEE to adhere to this provision will subject LESSEE to additional charges for clean-up or repair. The LESSEE also agrees to abide by all rules and regulations which are attached and made a part of this agreement and shall comply with all applicable laws, regulations and ordinances.

The Caterer's Rules, Florist's Rules, and Rental Procedures and Rules and Regulations for Sacred Heart Cultural Center, which are attached hereto, are incorporated into this agreement. In the event LESSOR shall learn that LESSEE intends to violate said rules, the LESSOR reserves the right to cancel this agreement and return all rent to the lessee without further liability.

This Rental Agreement constitutes the entire agreement between the LESSOR and LESSEE and no alteration, change or modification hereof shall be binding upon the parties hereto unless the same shall be in writing and signed by each party.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sacred Heart Representative

\_\_\_\_\_  
Date

# SACRED HEART CULTURAL CENTER

## FLORIST'S RULES

**Lessee is responsible for the actions of the florist.** Any rules not adhered to will result in forfeiture of the security deposit. Any damage done by the florist to the building or to any equipment will be the responsibility of the lessee to repair or replace. Sacred Heart Cultural Center reserves the right to disapprove any florist who has previously violated the rules or conducted himself improperly.

1. All equipment, flowers, etc. must be brought in the day of the event **during the rental time** only.
2. **NO** furniture or equipment that is owned by Sacred Heart may be used or moved without permission of the management.
3. Only chase candles can be used in candelabra stands; dripless candles must be used in all other areas and must be enclosed with hurricane globes or as votive candles.
4. Helium balloons, rice, birdseed, glitter, confetti, liquid string, real rose petals, etc. may not be used inside the building.
5. No tape, tacks, nails, etc. may be used on any surface-walls, columns, floors or doors. No cables, cords, wires, etc. are to be in the way of the guests.
6. All floral material must be removed during the last hour of the rental time. The florist is responsible for leaving all decorated areas in the same condition as they were prior to the rental.
7. After the event is over, **all floral trash MUST be properly bagged and TAKEN to the trash dumpster in the side parking lot. There should be absolutely no floral trash left inside or outside the building after the event.**
8. Anything left in the building is not the responsibility of Sacred Heart Cultural Center.

# SACRED HEART CULTURAL CENTER

## CATERER'S RULES

Lessee is responsible for the actions of the caterer. Any rules not adhered to will result in the forfeiture of the security deposit. Any damage to the building or to any equipment will be the responsibility of the lessee to repair or replace. Sacred Heart Cultural Center reserves the right to disapprove any caterer who has previously violated the rules or conducted himself improperly.

1. All beverages, food, equipment, extra tables, chairs, tents, etc. must be brought in the day of the event **during the rental time** only.
2. The caterer is responsible for leaving the kitchen in the same condition it was in when the rental began. Kitchen floors must be swept and mopped; all counters, refrigerator, and sink must be cleaned.
3. **Bar set-ups MUST have protective material under all ice chests and kegs to prevent moisture and water from dripping on the floors.**
4. No food or drink may be served from any of the altars or on any of the carpeted areas in the Great Hall.
5. There is no garbage disposal in the kitchen; do not put solid items down the drain.
6. After the event is over, **all trash must be properly bagged and TAKEN to the trash dumpster in the side parking lot.** There should be **absolutely no trash left inside or outside the building** after the event.
7. Sacred Heart Cultural Center does not supply trash bags, detergent, or towels.
8. All food, beverages, and equipment must be removed from the premises the last hour of the rental time. The caterer is responsible for any equipment used during the event which was brought in by an outside contractor.
9. Anything left in the building is not the responsibility of Sacred Heart Cultural Center. Caterers must be aware of security at all times. Outside doors to the kitchen must be kept locked.

# SACRED HEART CULTURAL CENTER

## INFORMATION SHEET

To be returned to Sacred Heart Office with Layout Sheet two weeks prior to event

Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Organization \_\_\_\_\_

Number of Guests Expected \_\_\_\_\_

Date Fireman Contacted \_\_\_\_\_ Date Police Contacted \_\_\_\_\_

Caterer \_\_\_\_\_ Telephone # \_\_\_\_\_

Florist \_\_\_\_\_ Telephone # \_\_\_\_\_

Pianist/Organist \_\_\_\_\_ Telephone # \_\_\_\_\_

Band/DJ \_\_\_\_\_ Telephone # \_\_\_\_\_

Rental Agency \_\_\_\_\_ Telephone # \_\_\_\_\_

List any items to be rented outside Sacred Heart:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Items to arrive: (Time, Date) \_\_\_\_\_ To leave: (Time, Date) \_\_\_\_\_

Extra hours needed @ \$70.00 per hour \_\_\_\_\_

Areas Requested:

Great Hall \_\_\_ Kitchen \_\_\_ Conference Room \_\_\_ Courtyard \_\_\_

Sacred Heart Equipment Requested:

Organ \_\_\_ Grand Piano \_\_\_ Tables: 8' long # \_\_\_ 5' round # \_\_\_ 4' round # \_\_\_ Chairs # \_\_\_

Fee \_\_\_

Will alcohol be served? \_\_\_\_\_

Will alcohol be sold? \_\_\_\_\_

Will an admission be charged? \_\_\_\_\_