

Church of the Risen Savior



Conditions of Use

Event Coordinator

- The Parish will provide an Event Coordinator to assist User before the event and will be on-site at all times with User.

Access

- User may have the following access to Hall if the event is on a Friday or Saturday:
 - Day of Event 8:00 a.m. – 11:00 a.m.
 2 hours prior to start time of event
 Event to end no later than 11:00 p.m., with premises vacated by 12:00 p.m.
 - Following Day 9:30 a.m. – 10:30 a.m. (pending other events)
- Failure to comply to the designated times will result in a \$100 per hour charge.
- For events on days other than Friday or Saturday, a maximum 10 hours access will be allowed, with event to end no later than 11:00 p.m., with premises vacated by 12:00 p.m.

Tables and Chairs

- There are 40 – 60” round tables available and 10-8’ long rectangle tables. There are 400 chairs available.
- A diagram must be sent to the Event Coordinator 2 weeks prior to your event. Tables and chairs will be set up for User before check-in.
- Other tables and chairs to be brought in must have prior approval of the Event Coordinator.
- Parish tables and chairs may be set up on the terrace, pending weather conditions.

Check - In

- Event Coordinator and User will walk through the Event Check-In List before set-up may begin.

Decorations

- User may not attach decorations to walls or property. All wall decorations are to remain intact and may not be altered.
- User must provide linens, decorations, etc.
- User may not use rice, shredded paper, glitter, silly string, confetti, fireworks, sparklers or smoke machines inside the building. No open flames will be allowed.
- Other decorations and props must have prior approval of the Event Coordinator.

Fireplace and Mantle

- User may not remove the parish decorations from the mantle.
- User may use the gas fireplace during the winter months. The Event Coordinator will turn it on and off.

Tobacco

- No tobacco is allowed on parish property. If tobacco waste is found on the grounds, the USER is responsible for removal. If not removed, a charge of \$100 per hour will be assessed for removal.

Clean - Up

- Users must clear off tables and remove all decorations, food, beverage, etc. at close of event.
- Users are responsible for trash removal. A trash receptacle is located on the northwest corner of parking lot. Trash liners are in the mop sink closet in the kitchen.
- If excess food and beverage debris is on floor or stains chairs, User will be charged extra cleaning fees.
- The Parish will clean and take down tables and chairs.
- The Parish will clean floors and restrooms.
- Serving pieces, equipment, decorations, and any other items must be removed at the completion of the event.

Check – Out

- The Event Coordinator and User will walk through the Event Check-Out List upon close of the event.

Conduct

- The USER shall be responsible for the behavior and actions of all persons attending the event. In addition, the USER hereby agrees to indemnify and hold harmless the Bishop of Jefferson City, the Diocese of Jefferson City, the local parish or other diocesan agency, their agents, servants or employees, of and from any and all claims, demands, causes of action, damages, and expenses, including but not limited to attorney's fees and court costs arising out of or in any way connected with or alleged to have arisen out of or to be connected with the use of the facility by the USER, the USER's agents, servants or employees or anyone coming onto the property due to the event.
- The User shall take all means necessary to respect the solemnity of the Shrine of Our Lady of Sorrows and St. Martin's Church Museum. This includes any act, music performance, or other event that would interfere with any church service or would be inappropriate for a Christian facility.

Sound System

- User may use the Parish sound system. Event Coordinator will assist with operations.

Forfeiture of Deposit

- The USER promises to make good on any damages arising from the use of the hall

Kitchen Access

- Guests may not enter kitchen.

Communication to Service Providers

- It is the responsibility of the User to communicate access times to all service providers (ie., caterers, florists, rental companies, dj's, musicians, etc.)

Alcohol

- If alcohol is served, the Diocese of Jefferson City Alcohol Policy must be observed and is fully incorporated into and made part of this permit as Appendix 1.
- The State and county ordinances must be observed.
- Grounds and parking lot to be free of all beverage containers by the next morning at 10:30 a.m., pending other events. Failure to comply will result in a \$100 fine.
- Alcoholic beverages may be dispensed until 10:00 p.m. It is asked that this be publicly announced. This may reduce the possibility of guests driving while intoxicated. USER agrees to designate a driver to anyone considered intoxicated.
- Champagne bottles must be opened in the kitchen.
- Kegs or other means of dispensing alcohol outside the hall building are not permitted on parish property. No dispensing from outside doors or windows.
- A designated bartender(s) shall be appointed by the USER with the approval of Event Coordinator. Designated bartender(s) may refuse to serve alcohol to anyone they consider intoxicated.
- The parish or other diocesan agency has the right at any time to stop an activity or take possession of the facility before expiration of the closing time at the sole discretion of the parish or other diocesan agency as represented by a member of its staff. However, this does not constitute an obligation of the parish or other diocesan agency, or other representative of the diocese, to have anyone present during the event, or to take any action.
- Users who charge a fee for guests and who will provide their own alcohol and bartender, must provide a copy of their liquor license to the parish office 30 days prior to the event.

Diocesan Alcohol Policy – Appendix 1 Summary of Missouri Laws

- The courts have held that the sale of alcoholic beverages is a privilege and not a right. Therefore, it can be broadly regulated by the state and its subdivisions.
- It is unlawful for any person or organization to sell intoxicating liquor (Section 311.050, or nonintoxicating beer (Sections 312.030 and 312.450, RSMo) without obtaining a license.
- “Intoxicating liquor” is any beer, wine or alcoholic beverage containing in excess of one half of one percent by volume (311.020, RSMo). “Nonintoxicating beer” is beer not exceeding 3.2% (Section 312.010, RSMo.)
- The providing of alcoholic beverages at social functions without charge for the beverage or without charge for entertainment or attendance in connection with the beverage does not generally require a license.
- It is unlawful for a person to permit drinking of intoxicating liquor between the hours of 10 p.m. and 6 a.m. where food or entertainment are sold (even though the liquor is not sold) without obtaining a license (Section 311.480, RSMo).
- A holder of a beer or nonintoxicating beer by the drink license shall not sell, or give away “setups” for mixing intoxicating drinks. If the permit is for nonintoxicating beer, intoxicating liquor other than beer may not be possessed on the premises (Regulation 70-2.130).
- A limited permit (not more than seven days) may be obtained by a church, school, civic, or other organization for the sale of beer (Section 311.215) or nonintoxicating beer (Section 312.135).
- Note that cities and counties may also issue and require liquor licenses (Sections 311.220, 312.140, RSMo).
- The sale, gift, or otherwise supplying intoxicating liquor or nonintoxicating beer to a minor (under age 21) or to “any person intoxicated or appearing to be in the state of intoxication or to a habitual drunkard” is a misdemeanor (Sections 311.310, 312.400, RSMo).
- By regulation the Division of Liquor Control prohibits the consumption of intoxicating liquor or nonintoxicating beer by a minor on a licensed premise. (Regulation 70-2.140). Note this is prohibited regardless how the minor obtained the intoxicating beverage.
- It is also unlawful for any minor to purchase, attempt to purchase, or possess intoxicating liquor or nonintoxicating beer (Sections 311.325, 312.407 RSMo).