

SULLIVAN CENTER “RULES OF USE”

The Charles E. Sullivan Center (“Center”) will be available to the Renter on the day of the event, for the purpose of allowing the Renter to decorate and setup the Center for the event. **Wedding ceremonies cannot take place in the center or on the premises. No Inflatables or tents are to be used outside of the hall.** The Renter and their guests must vacate the Center no later than 12 Midnight. **The building and equipment must be left in the same condition as it was before the event. Caterers, bartenders and/or Renter must clean any and all areas used, including cleanup of all equipment, spills and drippings, stoves, counters, sinks and bathrooms. Tables must be cleared at the end of the event, with all debris placed in the trash containers provided. All trash is to be taken out to the dumpster at the end of the event. The hall is to be locked at Midnight.** There will be \$160 (cash) charge for a Police officer to be here for the last 4 hours of the function. He will also be the one to lock up at the end of the event. **If the Police officer has to stay after, the hall renter is charged \$50 per every 15 minutes and it will be taken out of the Incidental Security Deposit. These terms must be met to insure the refund of the Incidental Security Deposit.** Initials _____

If you are renting the Center and it is more than 30 days prior to the event, the payment may be made by Check, Cash, MasterCard, and Visa. **All monies are due 30 days prior to event. If less than 30 days the payment must be made by Cash, MasterCard, Visa, or Cashier’s Check.** Initials _____

Renter is responsible for, and is expected to leave the kitchen and bar service areas in the condition in which it was found. Including without limitations, the cleaning of all tables, sinks and counters, disposal of all garbage in proper containers, the cleaning of all equipment and kitchen floor swept & mopped. Renter is responsible for notifying any caterer or kitchen help of these rules, and for insuring compliance. Initials _____

Gesu Parish has no license to sell alcohol beverages. **No alcohol may be sold on the premises.** The Renter is responsible for controlling the use of alcoholic beverages provided to Renter’s guests during the event. Gesu Parish accepts no responsibility for ordering or providing beverages, alcoholic or non-alcoholic, cooling tanks or any other supplies necessary for any service of beverages. Further, **Gesu Parish is not responsible for the handling or return of any refreshments, kegs, cases or equipment.** Initials _____

The Renter may select and use a caterer from the approved list. **We charge 10% to the Caterer for the use of the kitchen.** Renter must provide the choice of caterer at the time of signing the contract. Caterers on the list may use the kitchen (including refrigerators, stoves, ovens, dishwasher and sinks) but must supply their own utensils and cooking/serving equipment, as well as their own cleaning supplies. No tableware, dishes, tablecloths or napkins are supplied, and must be provided by the caterer or Renter as needed. Initials _____

All table coverings and decorations must be flameproof. No decoration may be attached to the walls, ceilings or floors of the Center in a fashion that will damage them. **This includes no duct tape or gorilla tape on the floors.** All paper products are the responsibility of the Renter and must be flameproof. **All candles must be in closed, glass containers. Absolutely No tapered candles or candelabras are to be used.** Initials _____

Gesu Parish reserves the right to monitor the event in order to assure compliance with these rules, and to safe guard the premises, and may have employees in the Center during the event. **Maximum capacity of the hall is 300.** Initials _____

The Center is a non-smoking environment, and no smoking of any tobacco products of any nature is permitted inside any area of the center. Automatic forfeiture of security deposit will occur if this rule is not followed. Initials _____

Renter shall, at least 30 days prior to using the Center, provide a Certificate of Insurance to the Diocese of Toledo, care of Gesu Parish with such certificate shall reflect the following: the insurance policy must be a commercial general liability policy, shall provide a limit of \$1,000,000 coverage and must be from an insurance company admitted to conduct business in the state of Ohio. **Renter acknowledges and agrees that the Center shall not be made available until such time as Renter provides said Certificate of Insurance with the Diocese of Toledo named as an additional insured. Further, Renter agrees to hold harmless Gesu Parish and the Diocese of Toledo from all matters directly and proximately caused by the Renter’s use of the Center.** Initials _____

Our Web site is Gesutoledo.org

Updated 5/2021