



Policy for the use of Saint Charbel Hall

7032 Bowden Road- Jacksonville, Florida 32216

Phone: (904) 448-0203

E-mail: StMaronJax@Comcast.net

Pastor: Father Elie Abi Chedid

Deacon: Elias Shami

The Hall capacity is 160 people (Provided dance space).

1-Security deposit/Registration in the amount of \$400 is required upon registration for the hall.

This deposit is refundable after damage assessment.

2-In case of cancellation, a notification is requested at least two weeks ahead of the event; otherwise half of the registration fee will not be refunded.

3- The fees for the use of the hall are in accordance to the number of occupants for the event and the hours of operation: Up to 75 people: \$650 / Up to 100 people: \$750 Up to 130: \$850 / Up to 160: \$950.

If use of hall is desired on hourly bases, rate will be \$150/hour ,with a min of 2 Hours.

4-Any damage occurring to the hall or to any artifacts within the perimeter of said property will be deducted from the security deposit. Debris from food and drink including candy wrappers etc. must be disposed of properly. Cans and bottles should be emptied and recycled; no liquids should be trashed in garbage bags. Damages exceeding the security deposit will be the responsibility of the undersigned.

5-The hall is and shall remain a smoke free environment. Remains from smoking are to be kept in proper containers outside of the building.

6-The hall is to be evacuated by 11:45 PM. A charge of \$100 will be added when that time is exceeded.

7-Decoration attached with tapes or tacks on walls and / or drapery, removing items from walls, the use of confetti, standing on chairs and tables, are strictly prohibited. Decorations on tables and suspending from the ceiling are allowed.

8-An additional fee in the amount of \$200 is to be charged for food preparation in the kitchen.

9-Table linens are available if desired; fees are negotiable.

10- \$150 Additional fees for cleaning and garbage disposal.

* **Attention:** Set up and decorations should take place the same day of event, if needed to be done one day in advance or to take more than five hours, an additional charge will apply. In case of the preparation of food in the kitchen takes more than four hours or needed to be done a day before, an additional charge will apply also.

Respectful communication should be observed to the landlord at all times and strict adhesion to the rules above.

Signature _____ Date _____



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Disclaimer Proclamation

I, the Undersigned....., am aware and agree that I am fully responsible for any damages and accidents that occur on the premises of Saint Maron property during my occupancy. This includes all persons and personal property affiliated with me or my function.

In the case of monthly use I agree to pay the proper deposit and advanced payment at the beginning of the month.

I also agree to be responsible to make sure all utilities, electrical and water are properly turned off, and doors locked at the end of the function. I understand that no alcohol be served for underage drinking, and that alcohol use is the liability of the occupant.



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Name.....

Address.....

Phone number.....

Date of event:

Duration of function: From.....To.....

Time of Hall's set up and opening.....

Type of food preparation.....

Type of Music.....

Number of guests.....

Requirements:

*A photocopy of Driver License or Photo ID.

*Deposit payment.

*Full payment a week before function if paid by check.

*Hall is to be cleared by 11:45 PM.

Signature ----- Date-----