



# NOTRE DAME SEMINARY

## FACILITIES RENTAL AGREEMENT

### RENTER ("YOU/YOUR")

<b>RENTER'S NAME</b>	
<b>ADDRESS</b>	
<b>CITY/STATE/ZIP</b>	
<b>BUSINESS PHONE</b>	
<b>BUSINESS EMAIL</b>	
<b>EVENT CONTACT</b>	
<b>CONTACT CELL PHONE</b>	
<b>CONTACT EMAIL</b>	

### SEMINARY ("WE/US/OUR")

<b>NAME</b>	Notre Dame Seminary
<b>ADDRESS</b>	2901 S. Carrollton Ave
<b>CITY/STATE/ZIP</b>	New Orleans, LA 70118
<b>BUSINESS PHONE</b>	504- 866-7426
<b>BUSINESS FAX</b>	504- 866-3119
<b>CONTACT PERSON</b>	Matthew Keller
<b>CONTACT EMAIL</b>	mkeller@nds.edu

<b>NAME OF EVENT</b>	
<b>RENTAL RATE &amp; FEES</b>	

Date of Event	Start Time	End Time	Facility Requested	Number Attending

<b>Set Up Requirements: Room Layout, Audio Visual, Etc.</b>	
<b>Catered Event/Company</b>	

**(1) STATEMENT OF SEMINARY'S PURPOSE AND GENERAL EXPECTATIONS:**

Notre Dame Seminary is a Theological Seminary and Graduate School of Theology. Its primary purpose and mission is the education and formation of men for the Catholic priesthood. The seminary also educates lay men and women in theological studies. Notre Dame Seminary is the residence of the men enrolled in its program of priestly formation. The rental and use of seminary facilities for events and meetings must always consider the primary purpose of this institution and must accord the students and residents requisite levels of privacy and quiet. Toward that end, evening events must end by 10:00 p.m. Service of alcohol must end 30 minutes prior to the conclusion of an event, regardless of the time of day. Events cannot have extremely loud or amplified music. Live music cannot exceed three (3) instruments.

**(2) CONFIRMATION/ASSIGNMENT OF FUNCTION SPACE:**

You agree to confirm with us before printing any materials for your event. The schedule listed above indicates the space that is tentatively being held for you. This date will be confirmed upon the signing of this contract by both parties. **Once a date is confirmed, every effort will be made by us to accommodate your event. In the rare instance that we discover we need the facility for a seminary or major Archdiocesan event after your date is confirmed, we reserve the right to cancel your event, but then, we will make every effort to reschedule it at the next best time.** For events in Schulte Hall, guests must enter and exit by the Hall's Main Entrance off the parking circle; no guests may go beyond the security doors which separate Schulte Hall from other seminary facilities. For all outside events, parking is available in the parking circle and on the street. The back parking lot is reserved for residents.

**(3) DEPOSIT:**

May be required.

**(4) CANCELLATION:**

You may cancel this agreement only upon giving written notice to us. Since set-up and other services are performed by our staff in advance of events, notification of cancellation less than three (3) business days before your event will require that all charges be paid by you. If you cancel an event earlier than 3 days prior to the event, you will receive your deposit back in full, less a \$50.00 administrative fee.

**(5) FINAL PAYMENT:**

Unless other arrangements are agreed to by us in writing, all events must be paid in full 72 business hours prior to the event. Failure to pay in full by that time will result in the cancellation of your event and forfeiture of your deposit.

**(6) STAFF ASSISTANCE/AVAILABILITY/PAYMENT:**

Ordinarily, unless other arrangements are made, our staff will set up for events (tables, chairs, A/V equipment). For all evening and weekend events, one of our staff personnel will be present to assist you during your event.

**(7) SPECIAL EQUIPMENT:**

If you need equipment which exceeds what we have available, you agree to pay the cost of renting the additional equipment.

**(8) OUTSIDE FOOD AND BEVERAGES:**

Outside food and beverages, when allowed, require written approval from us before you bring them on our premises. No cooking is allowed at your event. The service kitchen in Schulte Hall is for warming only. You must bring your own warming equipment.

**(9) DISPLAYS AND DECORATIONS:**

We are not responsible for any loss or damage to property belonging to you or your guests, and we do not maintain insurance covering it. All displays and/or decorations are subject to our prior written approval. We reserve the right to charge for installing or removing such.

**(10) SECURITY:**

If in our judgment your event requires security personnel to maintain adequate security for your guests, you will provide, at your own expense, such personnel from a reputable licensed guard or security agency in our area, which agency is subject to our prior approval. Such security personnel may not carry weapons.

**(11) CONDUCT OF EVENT:**

You agree to comply with all applicable federal, state and local laws including health and safety codes. No fireworks or incendiary devices may be used. You assume full responsibility for the conduct of persons in attendance at your event and for any damage done to our premises during your event.

**(12) INSURANCE/INDEMNIFICATION:**

You agree to purchase Special Event Insurance Coverage for your event with a coverage limit of \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability. You also agree to sign a Facility Usage/Indemnity Agreement in which you agree to defend, protect, indemnify and hold harmless Notre Dame Seminary and the Archdiocese of New Orleans against and from all claims arising from your negligence or from the fault of any of your employees, agents, family members, officers, volunteers, helpers or associates which arise out of your event. **You agree to purchase the aforesaid Special Event Insurance Coverage and provide a copy of the aforesaid signed Indemnity Agreement to us at least 15 days before your event.**

**(13) FIRE SAFETY:**

All displays and decorations for your event must comply with local Fire Department regulations pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits.

**(14) DELIVERIES:**

You are solely responsible for all deliveries of goods and products for your event. The main service entrance for Schulte Hall is on Fig Street. There will be a receiving and handling fee for packages for your event that must be handled by our staff. No COD packages will be accepted.

**(15) AMENDMENTS/CHANGES:**

The parties agree that any amendments or changes to the arrangements described in this contract must be made in writing and signed by both you and us.

**(16) FORCE MAJEURE:**

Neither party will be responsible for failure to perform this contract in the event of circumstances beyond their control, including but not limited to acts of God like hurricanes, electrical, plumbing or air-conditioning/heating failures, governmental authority or declared war.

**(17) PENALTY/DAMAGE FEES:**

If the food for your event is catered and the catering company does not clean up properly (disposal of garbage, etc.), or if you leave our facility in a state of mess or disarray, there will be a penalty cleaning and damage fee of \$200.00. If you damage any seminary property in the course of the event, you agree to pay for the damage, including any replacement and restoration costs.

**(18) HOLDING OF DATE:**

This date will be held for you for 30 days from your date of inquiry. Should another entity request the date and be in a position to confirm immediately, you will be advised and given 5 days to confirm on a definite basis.

The undersigned are authorized to sign and enter into this contract.

**ACCEPTED AND AGREED TO:**

**Renting Group or Entity**

**Notre Dame Seminary**

By: \_\_\_\_\_

By: \_\_\_\_\_

**Duly Authorized Representative**

**Rector/Facilities Director/Business Manager**

Date: \_\_\_\_\_

Date: \_\_\_\_\_