



The Parish Community of  
**Jesus, the Good Shepherd**  
United by faith, enriched by diversity  
— Beverly - Riverside, NJ —

## Hall Rentals

Requests for Hall Rentals are subject to the Following guidelines:

1. Fee Schedule is as follows:
  - a. \$ 250.00 for the first two-hours, \$100.00 per hour for each additional hour. Includes clean-up
  - b. The diocese requires a non-refundable \$110.00 insurance rider for all non-parish-sponsored events. This must be paid via check or money order paid to the Diocese of Trenton.
  - c. If the renter request to have table and chairs set-up by the staff there is a 50.00 fee for this service if staff is available.
  - d. All Functions will end by 11:00PM.
  - e. There is a \$100.00 Security Deposit required. If the hall is left clean and there is no damage to the property the deposit will be returned.
2. Due to insurance and fire regulations, no food preparation may be performed in the hall kitchen; food must be prepared beforehand and may be distributed from the kitchen. The kitchen refrigerators may be used for short-term cold storage, but all food brought in must be removed when the event has finished.
3. Renter has the responsibility to bring in all supplies required for their event. Trash bags will be provided for the trash cans provided by the parish.
4. Contact information required (name, address telephone number) at the time of scheduling with the office staff. This person will be responsible for any additional charges due to non-compliance of any item listed on this document.
5. Such request must be checked that there is no conflict against any previously-scheduled parish event before the rental can be confirmed. If there is a conflict that cannot be resolved with the other affected organization, the alternate sites of Barna or Toth Hall may be suggested. If time permits the renter may have use of the hall two hours before the event for set-up.
6. The parish does not permit any items being attached to the walls, poles, or ceiling with any type of material (examples: tape, glue, string).
7. The required fee of \$110.00 for the insurance, and the \$100.00 security deposit are due at the time that the hall is booked. The balance is due 2 weeks prior to event.
8. Absolutely no alcoholic beverages when children and minors (21 years old or younger) are present on property during event.

**Any requests for exceptions to the above guidelines must be approved by the Pastor or his assigned representative well in advance of the planned event.**

**PLEASE SIGN BELOW IF YOU AGREE TO THE ABOVE TERMS AND CONDITIONS**

---

**Signature**

---

**Date**