

HOLY REDEEMER ACTIVITY CENTER

Information Sheet for Catering

The Holy Redeemer Activity Center welcomes all outside caterers who will respect the Rules of Usage established by the Center. The following information is provided to assist caterers in the use of this facility for their upcoming event.

I. Access

- A. Access to the Activity Center Fr. Patterson Hall, Pope John Paul II Conference Room, and/or Activity Center Kitchen is **ONLY** during the rental period's set up and event time (7 hours total), as scheduled by the renter.
- B. If additional hours are needed, this must be arranged through the renter, who will contact the Parish Office to schedule extra hour(s). There is a cost to the renter for additional hour(s) beyond the standard rental period.

II. Kitchen

- A. **ONLY** refrigeration or freezing is included in the rental and this is only permitted during the rental period set up and event time (7 hours total).
- B. The stove, oven, sinks, and dishwasher are available for use at an hourly rate, payable by the renter. The renter must notify the Activity Center concerning necessary kitchen usage.
- C. Food cooking, preparation, warming, and refrigeration for events outside the event covered by the rental contract for this particular event at the Activity Center is **PROHIBITED**.
- D. Dishes, flatware, and stemware are available for use by the renter at a cost per 50. Table linens, steam table and drink cooler are available at a per item cost. Use of any rental items must be arranged with the Activity Center through the renter prior to start of event.
- F. The Kitchen is equipped with pots, pans, and some cooking utensils. When Kitchen Rental fee has been paid, these are available for use. There are also one (1) 50-cup coffee urn and one (1) large punch bowl.
- G. Sinks do not have garbage disposal units. ***No food is to go into the sinks.***
- H. There are three (3) 20-amp electrical wall sockets within the Fr. Patterson Hall, near the Kitchen entrance and exit doors. These are usually reserved for catering use.

III. Hall and Conference Room Usage & Set Up

- A. Set up of the Hall and/or Conference Room is accomplished by the Activity Center maintenance staff, through prior arrangement with the renter.
- B. **ONLY MINOR ADJUSTMENTS** to the set up are allowed during the rental set up and event time (7 hours).

- C. Rental of the Hall does not presume or allow usage of the Conference Room. Rental of the Conference Room does not presume or allow usage of the Hall. Failure to follow this rule will negate cleaning deposit refund and will incur additional expenses for the renter.

IV. Garbage and Clean Up

- A. All garbage from the Kitchen must be removed to the dumpster by the end of the rental period. The dumpster is located across the alley from the main parking lot outside the Activity Center. Garbage bags are provided for this use.
- B. All dishes, silverware, cooking utensils, pots, pans, coffee urns and punch bowls must be cleaned and returned to their proper storage by the renter and/or the renter's subcontractor(s) at the end of the rental period.
- C. Kitchen Stove, Oven, Refrigerator, Freezer and Sink must be cleaned at the end of the rental period. The Kitchen facility must be returned to its ordinary set up by the renter and/or the renter's subcontractor(s) at the end of the rental period.
- D. Garbage remaining in the facilities after the rental period will negate the refund of the renter's cleaning deposit.

V. Accidents

- A. All breakage must be reported to the renter. The renter will have the responsibility of reporting same to the Activity Center.
- B. Each physical accident (cuts, falls, muscle tears, etc.) requiring a visit to the hospital or emergency room, must complete an Accident Report sheet. These are found next to the exterior door in the kitchen. A copy will be kept on file in the Parish Office.
- C. Damage to items belonging to the Holy Redeemer Activity Center, including but not limited to tables, chairs, linens, dishes, silverware, pots/pans, kitchen refrigerator(s), freezer, stove, oven, sink(s), and/or cooking utensils, whether these damages are caused by the renter or by outside contractors (caterer(s), decorator(s), DJ/entertainment, etc.) brought in by the renter, is the responsibility of the renter.

VI. Indemnity

- A. The renter has signed a rental contract which has within it an Indemnity or hold harmless clause. This clause also applies to all outside contractors who are using the Activity Center facilities, and to their employees while on the Activity Center grounds.
- B. The Holy Redeemer Activity Center reserves the right to forbid (black list) the use of certain outside contractors who have not followed the Center's Rules of Usage.

HOLY REDEEMER ACTIVITY CENTER
Information Sheet for Cake Preparers

The Holy Redeemer Activity Center welcomes all outside cake preparers who will respect the Rules of Usage established by the Center. The following information is provided to assist cake preparers in the use of this facility for their upcoming event.

I. Access

- A. Access to the Activity Center Fr. Patterson Hall, Pope John Paul II Conference Room, and/or Activity Center Kitchen is **ONLY** during the rental period's set up and event time (7 hours total), as scheduled by the renter.
- B. If additional hours are needed, this must be arranged through the renter, who will contact the Parish Office to schedule extra hour(s). There is a cost to the renter for additional hour(s) beyond the standard rental period.

II. Hall and Conference Room Usage & Set Up

- A. Set up of the Hall and/or Conference Room is accomplished by the Activity Center maintenance staff, through prior arrangement with the renter.
- B. **ONLY MINOR ADJUSTMENTS** to the set up are allowed during the rental set up and event time (7 hours total).
- C. Rental of the Hall does not presume or allow usage of the Conference Room. Rental of the Conference Room does not presume or allow usage of the Hall. Failure to follow this rule will negate cleaning deposit refund and will incur additional expenses for the renter.

III. Cake: Table, Storage, and Decoration

- A. The Activity Center has five (5) foot round and six (6) foot rectangular tables for purposes of displaying a special cake. Other table sizes are not available but may be brought in by cake preparers or renters for more elaborate displays. The Activity Center does not have extra storage for special sized tables, therefore, all outside tables brought into the facility must be brought in and removed during the standard rental period (see Item I, Access).
- B. The Activity Center Kitchen refrigerator(s) and freezer(s) are for immediate food storage **ONLY** and limited to use during the standard rental period hours. Other Kitchen Usage such as food preparation, cooking, and clean up must be scheduled through the renter, who will contact the parish office. There is an additional cost to the renter.
- C. If early storage for a specialty table(s) or cake(s) is required, or if final cake decoration and display needs additional hour(s), this must be arranged through the renter, who will contact the Parish Office to schedule extra hour(s). There is a cost to the renter for additional hour(s) beyond the standard rental period.

- D. Final cake decoration, if done at the Activity Center, must be accomplished during the standard rental period.

IV. Garbage and Clean Up

- A. All garbage from the Kitchen and halls must be removed to the dumpster by the end of the rental period. The dumpster is located across the alley from the main parking lot outside the Activity Center. Garbage bags are provided for this use.
- B. All dishes, silverware, cooking utensils, pots, pans, coffee urns and punch bowls must be cleaned and returned to their proper storage by the renter and/or the renter's subcontractor(s) at the end of the rental period.
- C. Kitchen Stove, Oven, Refrigerator, Freezer and Sink must be cleaned at the end of the rental period. The Kitchen facility must be returned to its ordinary set up by the renter and/or the renter's subcontractor(s) at the end of the rental period.
- D. Garbage remaining in the facilities after the rental period will negate the refund of the renter's cleaning deposit.

V. Accidents

- A. All breakage must be reported to the renter. The renter will have the responsibility of reporting same to the Activity Center.
- B. Each physical accident (cuts, falls, muscle tears, etc.) requiring a visit to the hospital or emergency room, must complete an Accident Report sheet. These are found next to the exterior door in the kitchen. A copy will be kept on file in the Parish Office.
- C. Damage to items belonging to the Holy Redeemer Activity Center, including but not limited to tables, chairs, linens, dishes, silverware, pots/pans, kitchen refrigerator(s), freezer, stove, oven, sink(s), and/or cooking utensils, whether these damages are caused by the renter or by outside contractors (caterer(s), decorator(s), DJ/entertainment, etc.) brought in by the renter, is the responsibility of the renter.

VI. Indemnity

- A. The renter has signed a rental contract which has within it an Indemnity or hold harmless clause. This clause also applies to all outside contractors who are using the Activity Center facilities, and to their employees while on the Activity Center grounds.
- B. The Holy Redeemer Activity Center reserves the right to forbid (black list) the use of certain outside contractors who have not followed the Center's Rules of Usage.

HOLY REDEEMER ACTIVITY CENTER
Information Sheet for Decorators

The Holy Redeemer Activity Center welcomes all outside decorators who will respect the Rules of Usage established by the Center. The following information is provided to assist decorators in the use of this facility for their upcoming event.

I. Access

- A. Access to the Activity Center Fr. Patterson Hall, Pope John Paul II Conference Room, and/or Activity Center Kitchen is ONLY during the rental period's set up and event time (7 hours total), as scheduled by the renter.
- B. If additional hours are needed, this must be arranged through the renter, who will contact the Parish Office to schedule extra hour(s). There is a cost to the renter for additional hour(s) beyond the standard rental period.

II. Hall and Conference Room Usage & Set Up

- A. Set up of the Hall and/or Conference Room is accomplished by the Activity Center maintenance staff, through prior arrangement with the renter.
- B. ONLY MINOR ADJUSTMENTS to the set up are allowed during the rental set up and event time (7 hours total).
- C. Rental of the Hall does not presume or allow usage of the Conference Room. Rental of the Conference Room does not presume or allow usage of the Hall. Failure to follow this rule will negate cleaning deposit refund and will incur additional expenses for the renter.

III. Allowable Decorations and Restrictions

- A. Candle(s) must be placed in an appropriate container(s) so no wax runs onto tablecloths, tables, or floors. In accordance with State Fire Laws, candles must be in non-tipable holders and contained within globes or chimneys on top of plates or trays. Stockier, shorter candles may be used without globes, but must still be on trays. NO CANDLES are permitted on paper tablecloths. No open flame (torch) is permitted without written permission from the Fire Marshall.
- B. Decorations not on or attached to the tables (including but not limited to balloons, streamers, and artificial or real red rose petals) must be approved by the Activity Center prior to use and placement in the rented facility.
- C. Decorations which use gossamers, sheers, or other fabrics, must use flame retardant material.
- D. NO DECORATIONS of any kind, or weight, may be attached to, hung from, or strung between the pendulum speakers found in the Fr. Patterson Hall. No decorations of any kind, or weight, may be attached to or hung over the wall mounted speaker in the Pope John Paul II Conference room

III. Allowable Decorations and Restrictions (continued)

- E. No items may be placed on or attached to the cabinetry or table of the Sound Equipment Station permanently installed in the Pope John Paul II Conference room. Moving the Sound Equipment Station is PROHIBITED.
- F. Tape, staples, thumb tacks, permanent fasteners, and other items which could damage walls, cabinetry, ceilings, floors or equipment of the Center ARE PROHIBITED.
- G. To limit damage to the Activity Center and surrounding premises, hard balls, golf balls, weights, and other equipment which by their nature may cause damage, ARE NOT PERMITTED.
- H. Exits must be clearly marked, and may not be blocked. Fire Extinguishers must be clearly visible, and easily accessible. Posted occupancy signs must be visible and occupancy may not be exceeded.

IV. Garbage and Clean Up

- A. All garbage prior to or following the event must be removed to the dumpster by the end of the rental period. The dumpster is located across the alley from the main parking lot outside the Activity Center. Garbage bags are provided for this use.
- B. Garbage remaining in the facilities after the rental period will negate the refund of the renter's cleaning deposit.

IV. Accidents

- A. All breakage must be reported to the renter. The renter will have the responsibility of reporting same to the Activity Center.
- B. Each physical accident (cuts, falls, muscle tears, etc.) requiring a visit to the hospital or emergency room, must complete an Accident Report sheet. These are found next to the exterior door in the kitchen. A copy will be kept on file in the Parish Office.
- C. Damage to items belonging to the Holy Redeemer Activity Center, including but not limited to tables, chairs, linens, dishes, silverware, pots/pans, kitchen refrigerator(s), freezer, stove, oven, sink(s), and/or cooking utensils, whether these damages are caused by the renter or by outside contractors (caterer(s), decorator(s), DJ/entertainment, etc.) brought in by the renter, is the responsibility of the renter.

V. Indemnity

- A. The renter has signed a rental contract which has within it an Indemnity or hold harmless clause. This clause also applies to all outside contractors who are using the Activity Center facilities, and to their employees while on the Activity Center grounds.
- B. The Holy Redeemer Activity Center reserves the right to forbid (black list) the use of certain outside contractors who have not followed the Center's Rules of Usage.

HOLY REDEEMER ACTIVITY CENTER
Information Sheet for Entertainment Providers (DJ)

The Holy Redeemer Activity Center welcomes all outside entertainment providers (DJs) who will respect the Rules of Usage established by the Center. The following information is provided to assist entertainment providers in the use of this facility for their upcoming event.

I. Access

- A. Access to the Activity Center Fr. Patterson Hall, Pope John Paul II Conference Room, and/or Activity Center Kitchen is ONLY during the rental period's set up and event time (7 hours total), as scheduled by the renter.
- B. If additional hours are needed, this must be arranged through the renter, who will contact the Parish Office to schedule extra hour(s). There is a cost to the renter for additional hour(s) beyond the standard rental period.

II. Hall and Conference Room Usage & Set Up

- A. Set up of the Hall and/or Conference Room is accomplished by the Activity Center maintenance staff, through prior arrangement with the renter.
- B. ONLY MINOR ADJUSTMENTS to the set up are allowed during the rental s set up and event time (7 hours total).
- C. Rental of the Hall does not presume or allow usage of the Conference Room. Rental of the Conference Room does not presume or allow usage of the Hall. Failure to follow this rule will negate cleaning deposit refund and will incur additional expenses for the renter.

III. Electricity and Speakers

- A. Fr. Patterson Hall has distributed 20-amp electrical wall sockets, approximately 30 feet apart on each wall. There are three (3) 20-amp electrical wall sockets near the kitchen entrance and exit, which are usually reserved for catering use.
- B. Pope John Paul II Conference Room has distributed 20-amp electrical wall sockets, approximately 30 feet apart on each wall. There are two (2) 20-amp electrical wall sockets on the south wall in the splashguard of the permanently placed cabinet and counter which are normally reserved for catering use.
- C. The Sound Equipment Station permanently installed in the Pope John Paul II Conference room is not available for use by outside renters. In addition, no items may be placed on or attached to the cabinetry or table of the station. Moving the Sound Equipment Station is PROHIBITED.
- D. The pendulum speakers found in the Fr. Patterson Hall, and the wall mounted speaker in the Pope John Paul II Conference room are not available for use by outside renters. In addition, no decorations or other equipment of any kind, or weight, may be attached to, hung from, or strung between the pendulum speakers found in the Fr. Patterson Hall. No decorations of any kind, or weight, may be attached to or hung over the wall mounted speaker in the Pope John Paul II Conference room.

III. Electricity and Speakers (continued)

- E. You should verify with the renter what facilities are available for your use (e.g. if both rooms are rented for event, or only Hall or Conference Room).
- F. Speaker and lighting towers are to be set up no higher than six feet. Towers should be on very secure stands. Towers should not be easily accessible by most guests, to prevent accidental tipping.

IV. Musical Choices and Other Restrictions

- A. The Holy Redeemer Activity Center is affiliated with the Holy Redeemer Church and Parish. As such certain musical restrictions are placed on the musical choices allowed during event rentals. Please request a list of approved music from the Pastor or his designated representative.
- B. The Activity Center has set decibel restrictions for the Hall and Conference Room to avoid damage to the structure and provide the best environment for all guests in the facility. The Fr. William Patterson Hall has a decibel limit of 90 db. The Pope John Paul II Conference Room has a decibel limit of 50 db.
- C. The Activity Center does not allow pyro-technic use in any form, including but not limited to glycol smoke and fog machines, dry ice fog machines, sparklers, fire crackers, smoke “bombs”, and open flame (torch).

V. Garbage and Clean Up

- A. All garbage prior to or following the event must be removed to the dumpster by the end of the rental period. The dumpster is located across the alley from the main parking lot outside the Activity Center. Garbage bags are provided for this use.
- B. Garbage remaining in the facilities after the rental period will negate the refund of the renter’s cleaning deposit.

VI. Accidents

- A. All breakage must be reported to the renter. The renter will have the responsibility of reporting same to the Activity Center.
- B. Each physical accident (cuts, falls, muscle tears, etc.) requiring a visit to the hospital or emergency room, must complete an Accident Report sheet. These are found next to the exterior door in the kitchen. A copy will be kept on file in the Parish Office.

VII. Indemnity

- A. The renter has signed a rental contract which has within it an Indemnity or hold harmless clause. This clause also applies to all outside contractors who are using the Activity Center facilities, and to their employees while on the Activity Center grounds.
- B. The Holy Redeemer Activity Center reserves the right to forbid (black list) the use of certain outside contractors who have not followed the Center’s Rules of Usage.