

# ST. FRANCES CABRINI HALL RENTALS

## Costs—

- MOTHER CABRINI COMMUNITY CENTER - Rental Fee: \$400 for parishioners, \$500 for non-parishioners for up to four (4) hours, \$50 per each additional hour. The Mother Cabrini Community Center (MCCC) can comfortably accommodate up to 150 people seated at tables. The kitchen and pavilion are normally included in the rental of the Mother Cabrini Community Center; the two classrooms within the building are not.
- FRANCESCA HALL – Rental Charge: \$1075 for parishioners, \$1275 for non-parishioners for up to four (4) hours, \$50 per each additional hour. Francesca Hall can comfortably accommodate up to 400 people seated at tables. The kitchen and covered patio are included in the rental of Francesca Hall.
- The rental fee includes a non-refundable reservation deposit of \$50 – must be received to reserve either hall.
- The rental fee includes \$25 paid separately to the Archdiocese of Galveston-Houston for a special events liability coverage insurance that protects both the church and the tenant.
- Contract / damage deposit \$200 for the MCCC, \$400 Francesca Hall – refunded within two weeks if there is no damage to the facility and/or violation of the rental agreement.
- One uniformed police officer per 100 people in attendance usually at a rate of \$25 - \$35 per hour for the event – arranged for by the tenant or by the rental agent.

- Alcoholic beverages are permitted in moderation at adult functions. Alcohol beverages are not permitted at any youth functions, including Quinceaneras.

- A St. Frances Cabrini Ministry Representative will be available during the time of your function to address any questions or situations that arise.

- Early entry times can be arranged to allow for decorating.

- One time set up of tables and chairs by the Hall Rental Ministry as per the tenant's instructions.

- The tenant is responsible for picking up, bagging, and removing all of the trash, wiping off the tables, mopping up any spills, and leaving the kitchen in the condition it was found. Use of the parish's pantries are not included with hall rental.

## Procedures –

- To see the hall(s), please call the Church office (713-946-5768) to arrange a convenient time.
- Contact a Hall Rental Ministry Agent - the Parish schedule will be checked to determine if the hall is available on the date desired. If the hall is available, meet with the rental agent to complete a reservation form, pay the deposit, and review and complete the rental agreement.

Rental Agents:       Rebecca Hernandez - 713-628-7484  
                              Terry McKee - 281-648-8614

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