



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

DATE OF CALL _____ LESSEE NAME: _____

Mailing Address _____

Phone #: _____ EMAIL: _____

EVENT: _____ Approximate # of GUEST: _____

{If wedding reception, where will ceremony be held?} _____

DATE & TIME OF EVENT: DATE _____ START _____ END _____ UNDESTANDING DESIGNATED TIME

***Designated time is-**30 minutes prior to end; concessions close; then 15 minutes later music is stopped.

NUMBER OF SECURITY OFFICERS REQUIRED ____ @ \$35.00 PER HOUR EACH PLUS 1 EXTRA HR.

30 MINUTES PRIOR TO START TIME & 30 MINUTES AFTER \$ _____ SECURITY OFFICER TIME _____

PRICE: _____ INCLUDES SET-UP, ON SITE MANAGER, CLEAN-UP

NOT INCLUDED IN PRICE: CATERER; BARTENDERS; TABLECOVERS; DECORATORS OR DECORATIONS

½ OF RENTAL BALANCE & ½ of SECURITY DUE @ SIGNING _____

REMAINING BALANCE & DUE DATES: _____ 30 Days prior _____

FLOOR PLAN DESIGN DUE DATE (Ten days prior to event): _____

CATERER & PHONE #: _____

DECORATER & PHONE #: _____ TIME: _____

AUDIO/VISUAL EQUIPMENT USAGE: _____ OTHER: _____

BAND or DJ: _____

BARTENDERS: _____

LESSEE SIGNATURE: _____ DATE: _____

LESSOR SIGNATURE: _____ DATE: _____

ADDITIONAL NOTES:



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

This agreement made and entered into at San Antonio, Bexar County, Texas, this _____ day of _____, 20___, by and between Facilities Manager, on behalf of Holy Trinity Parish (hereinafter referred to as Lessor) and _____, (Hereinafter referred to as Lessee).

STANDARD LEASE AGREEMENT

1. **Leased Premises.** For and in consideration of the agreements considered herein and subject to the terms and conditions here and after stated. Lessor hereby rents to the Lessee that **portion** of the Holy Trinity Banquet Hall located at 20523 Huebner Road in San Antonio, Texas and described as follows:
_____ Banquet Hall Ballroom _____ Other _____ -

2. **Event Date and Time:** The standard time allotted for any lease **not to exceed 6 hours** ON THE DATE OF THE EVENT. The terms of this lease are for the following **six hour** period of time on the date the event which is hereby reserved. Security Officers are to be present 30 minutes prior designated start time and 30 minutes following end time.

Event Date: _____ Time of Event: Hours _____ to _____
If necessary additional hours over six hour contracted, date of event: _____ @ \$250 per hour

NO event shall run past 12:00AM midnight.

This lease shall terminate at the designated time specified above. All activities shall cease and all guests shall vacate the premises **immediately** unless an alternate time is previously arranged and a signed addendum to this contract is present at the event.

3. **Purpose of Lease.** The Lessee shall have the right to occupy and use the premises for the following purpose and no other, and this tenancy shall not be assigned or sublet without the express written consent of the Lessor. **Purpose:** _____

4. **Right to Terminate for Improper Purpose.** Lessee shall not conduct or permit to be conducted on the Leased Premises any activities or events which violate the law, constitute a nuisance or hazard, or, which in the **Sole Opinion** of the Facilities Manager, his / her designee, or the Pastor would conflict with Catholic dogma, Catholic teaching, or, the sensibilities of the people living in the area. Any attempt by Lessee to conduct or permit such activities or events shall be cause for immediate termination of the lease by the Lessor.

INITIALS: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

5. **Obligation to Comply with Law. (Licenses)** Lessee shall comply with all laws, rules and orders of federal, state, and municipal governments and their departments and agencies applicable to the Leased Premises.
6. **Permits and Licenses.** Lessee shall have the sole responsibility to secure in Lessee's name and at Lessee's expense, any permits or licenses required for Lessee's activities or events held on the Leased Premises. For example: Texas Alcohol Beverage Commission Certification, Caterer and/or Bartender Certificate of Liability, ETC.
7. **Reservation Deposit & Payment of Balance.** Lessee agrees to pay and shall pay to parish representatives the sum of 1/2 of balance (including security) @ signing of contract \$ _____ and remainder of balance as specified above {PG.1} 2ND PAYMENT DUE _____ and final payment _____ not later than **30 days** prior to the commencement of the activities identified in paragraph 2 above. Lessor will refund deposit, **LESS \$200.00**, if the reservation is cancelled at least ninety (90) days prior to scheduled event as identified in paragraph 2 above. **Lessee shall forfeit the entire deposit in the event the reservation is cancelled or changed within ninety (90) days prior to scheduled event as identified in paragraph 2. above.**
8. **Obligation to Provide Security.** The Lessor shall provide two (2) Security Officers, uniformed and off-duty, for up to 300 attendees expected. **Further**, the security officers must be on the leased premises from thirty (30) minutes **BEFORE** the scheduled event until thirty (30) minutes **AFTER** the scheduled event **AND** the premises have been cleared. **Further**, there shall be one (1) additional security officer when expected attendees exceed 300 plus a fourth officer when over 400. Lessee shall be solely responsible for payment of the SAPD officers. Payment shall include one (1) extra hour per each officer to cover the 30 minutes before and 30 minutes after the scheduled time of the event.
9. **Timeliness.** Timeliness with reference to all payments and time of occupancy or any extra time for any reason desired by Lessee must be first approved in writing (in addendum) by Parish representatives and must be paid for in accordance with the current rules and regulations governing the rental fees for the subject.
10. **Duty to Inspect.** Lessee acknowledges the responsibility to schedule an inspection together with day event manager the morning of scheduled event to fully inspect the Leased Premises. On the basis of such inspection, Lessee accepts the Leased Premises as suitable; a copy of blank Inspection Form is part of this agreement, but is not valid unless completed and co-signed during an inspection together with event manager or designated Parish Representative. Should the Lessee fail to inspect, the Lessee hereby agrees to pay Lessor for any damages or excessive clean-up the Facility Manager attests is related to the Lessee's event

INITIALS: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

11. **Waiver of Damages.** The Lessee hereby expressly waives any and all claims for compensation or damages resulting from any loss of any kind sustained by reason of any defect, deficiency, failure or impairment of the water supply system, drainage system or electrical system, equipment or any other reason leading to or on the demised premises.

13. **Standing Rules Incorporated by Reference.** It is agreed by and between the parties hereto that the rules (to follow): regulations and the schedule of fees from Holy Trinity Parish be and are a part of this rental agreement as though they were set in full herein and are hereby specifically incorporated as a part hereof, and Lessee hereby acknowledges receipt of a copy of said rules, regulations and schedule of fees.

14. **Indemnification.** The Archdiocese of San Antonio, the Archbishop, Holy Trinity Parish, its Pastor, and/or Parish Representatives assume no responsibility whatsoever, for any property placed in said premises and are hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person(s) or property that may be sustained by the occupancy of said premises under this rental agreement.

(a) **LESSEE SHALL DEFEND, INDEMNIFY AND SAVE HARMLESS THE ARCHBISHOP OF SAN ANTONIO AND HIS SUCCESSORS IN OFFICE, THE ARCHDIOCESE OF SAN ANTONIO, HOLY TRINITY PARISH, AND THEIR EMPLOYEES, AGENTS AND REPRESENTATIVES FROM AND AGAINST ANY CLAIM, DEMAND, CAUSE OF ACTION FOR PERSONAL INJURY OR PROPERTY DAMAGE OF EVERY KIND AND CHARACTER AND ALL LOSSES, LIABILITIES, COSTS, EXPENSES (INCLUDING ATTORNEY'S FEES), WITHOUT LIMIT OR LIMITATION, AND WITHOUT REGARD TO THE CAUSE OR CAUSES THEREOF, OR THE NEGLIGENCE OF ANY PARTY OR PARTIES, INCLUDING THE NEGLIGENCE OF LESSOR, WHETHER SUCH NEGLIGENCE BE SOLE, JOINT OR CONCURRENT, FOR INJURY, ILLNESS OR DEATH OF ANY PERSON OR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR LESSEE'S USE OF LESSOR'S PROPERTY.**

(b) **IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO THAT UNDER THIS INDEMNITY AND HOLD HARMLESS AGREEMENT, LESSEE SHALL DEFEND AND INDEMNIFY AND PROTECT LESSOR FROM THE CONSEQUENCES OF LESSOR'S OWN NEGLIGENCE OR GROSS NEGLIGENCE, WHETHER REAL OR ALLEGED. LESSEE ACKNOWLEDGES THAT IT HAS READ THE FOREGOING INDEMNITY AND HOLD HARMLESS AGREEMENT, KNOWS ITS CONTENT, MEANING AND EFFECT AND HAS SIGNED IT VOLUNTARILY, WILLINGLY AND WITHOUT RELIANCE UPON ANY REPRESENTATION BY LESSOR.**

INITIALS: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

15. **Catering Policies.** A copy of CATERING POLICY will be issued upon execution of this agreement and **must** be signed by Lessee, and agreed to by the Lessee's designated Catering Company ninety (90) days prior to event. These rules are bind once this agreement is signed.
PLEASE BE AWARE THAT FAILURE TO COMPLY WITH THESE POLICIES COULD RESULT IN ADDITIOANL CHARGES
16. **Damage Caused by Lessee and Other Third Parties.** Lessee shall pay for any and all damages to the Lease premises, fixtures or equipment (including property damage and loss of use) resulting from any damages caused (either directly or indirectly) by Lessee, or their florists, caterers, servers, bartenders, band-members, entertainers, or guests (including their children and/or their guests' children).
17. **Lessee Use of Other Furnishings, Equipment or Rooms.** It is expressly understood and agreed that Lessee shall not have the use of any of the furnishings, equipment or other rooms within said Hall with the exception of any item described in writing below or in an attached addendum to this agreement.
19. **Third-Parties MUST be Approved in Advance.** All florists, caterers, bands, and **ALL** other third-parties assisting Lessee in preparation, presentation **AND** clean-up of the Event shall be approved by the Banquet Facility Manager thirty (30) days prior to the Event.
20. Maximum occupancy of the Banquet Hall is FIVE HUNDRED SEATED GUESTS.
21. **FEES AND/OR RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
- 22 . Please make checks payable to **Holy Trinity Catholic Church.**
23. This Standard Lease Agreement, including the FACILITIES USE POLICY, CATERING POLICY, and DUTY TO INSPECT is numbered sequentially totaling 12 (twelve) pages.
24. **In order to qualify for the Parishioner Discount, Lessee must be a registered member of the parish, financially contributing on a regular basis, for at least 6 (six) months prior to scheduling the event. This status will be determined prior to scheduling the event and the discount applied, with final verification by Facilities Manager.**

INITIALS: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

Texas Law Applies. Texas law shall apply to any and all disputes arising under this Agreement. Any claim or dispute arising under this agreement or which in anyway relates to this transaction or Lessee's occupancy of the Leased Premises shall be filed in a court of competent jurisdiction in Bexar County, Texas.

TO BE COMPLETED BY LESSEE:

By my signature, I agree I am the Lessee wholly responsible for paying all deposits, fees, and for all damages that may result from this event. I understand that the contract is not fully guaranteed until it is paid in full.

SIGNED BY: _____ DATE: _____
(LESSEE)

Name (Please Print) _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

PHONE NUMBER (CELL) _____ WK. OR HOME _____

TO BE COMPLETED BY FACILITIES MANAGER OR DESIGNATED PARISH REPRESENTATIVE:

I attest that the Lessee has fulfilled the deposit requirements per this agreement and that the requested facilities are available on date(s) requested and will be reserved for this event provided the Lessee completes the terms of the *Standard Lease Agreement* as specified.

The Parish records indicate on this date the Lessee { } IS { } IS NOT an active member of the Parish as defined in this contract. Approved Facilities Manager/Deacon Ray Gonzales ___ Date: _____

Signed by _____
(Facilities Manager or designated Parish Representative)

DEPOSIT AMOUNT SUBMITTED WITH THIS CONTRACT, DATE: _____ CHK# _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

FACILITY USE POLICY

EVENT NAME _____ DATE OF FACILITY USE _____

By initialing each page you acknowledge that you have read and understand the FACILITY USE POLICY OF HOLY TRINITY BANQUET HALL.

1. There will be NO graduation parties, birthday parties or other like kind for anyone under age 21 and Quinceañeras are a **non-alcohol event**.

2. **NO CIVIL OR RELIGIOUS MARRIAGES, OR ANY RELIGIOUS CEREMONY OF ANY TYPE, ARE ALLOWED IN THE HOLY TRINITY BANQUET HALL.**

IN ORDER TO PROMOTE BETTER CARE AND UTILIZATION OF OUR FACILITIES, THE FOLLOWING WILL APPLY:

- Any thermostat adjustments will be made by the Event Manager or designed Parish representative
- Tables and Chairs may **not** be removed from the hall.
- Minors may not consume alcoholic beverages (even with parental approval); and no controlled or illegal substances shall be procured or consumed on the premises.
- ALL Lessees' property must be removed from the premises by one (1) hour after the end of the rental Agreement
- **NO THROWING OF RICE, BIRD SEED, CONFETTI, GLITTER OR ROSE PETALS ON PREMISES OR LETTING GO OF BALLOONS, ETC. FURTHER, THERE WILL BE NO SPARKLERS, FIREWORKS, OPEN FLAME CANDLES OR SILICON BALLS FOR DECORATION OR ANY OTHER PURPOSE.**
- **NO decorations are to be attached to any surface or fixture in the building including windows, walls, or ceiling. Decorations are to be free standing i.e. easels for display or centerpieces on tables etc.**
- **NO** pyrotechnic devices (sparklers, firecrackers, poppers, etc. ...) will be allowed on the Lessor's property
- **NO** loose hay, bales of hay or straw may be used in the facility
- Bubbles must be used *outside* only!
- No helium filled balloons are allowed on Lessor's property
- **NO** food color or staining substance may be used in centerpieces or other decorations
- Smoke and/or fog machines are not permitted
- No electrical cords or cables may be strung across floors

INITIALS: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

- Arrangements will be made with the Banquet Hall Facility Manager, or his / her designee regarding the arrival time of any florist, caterer, band, decorator or any other third-party assisting the Lessee in preparation of the Event. The facility manager will set a window for arrival of third-party personnel. All access to the Banquet Hall Facility shall be coordinated with the Banquet/Facility Manager or his / her designee.
- **FIRE & SAFETY: NO SMOKING IS PERMITTED** inside any facility at Holy Trinity Catholic Church.
- **Please use the ash cans provided outdoors.**
- No children under the age of thirteen (13) nor any guests will be permitted in the kitchen area, on the stage, or anywhere outside of the **Banquet Hall Room**. Further, there will be **NO** concealed weapons of any kind allowed pursuant to section 30.06 of the Texas State Penal Code.
- When food is being served, all table tops must be covered with heavy fabric covers and is the Lessee's responsibility to provide said covers and/or tablecloths.
- **NO RED or ORANGE PUNCH or ANY BEVERAGE THAT MAY STAIN THE CARPET SHALL BE PERMITTED.**
- Children must be supervised at all times and are not permitted to run in or outside the banquet hall. All children are strictly forbidden to be on the stage area and must remain inside the ballroom at all times.
- Food and drinks are not permitted in the foyer or outside of the ballroom.
- The bridal party and family members are responsible for the removal of ALL personal items and gifts immediately following the event. Everything must be removed in one (1) hour after the conclusion of the event and neither Holy Trinity Catholic Church nor its representatives will be held liable for any losses.
- Any entertainers or entertainment will cease fifteen (15) minutes before the event's designated ending time.

The following items are not allowed:

- Strings, any type of tape, wire brads, staples, nails, glue or the like on the walls or ceiling.
- No floor preparation to aid dancing.
- No candles or any live flame as decorations.
- No real rose petals, beads or other loose table décor. Only silk rose petals may be used.
- **ABSOLUTELY NOTHING WILL BE ATTACHED TO ANY WALL OR OTHER SURFACES.**

NO entertainers (band or DJ) will be permitted to use the HTCC sound system. They must provide their own sound equipment.

INITIALS: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

3. **Kitchen Use:** **THERE WILL BE NO COOKING IN THE KITCHEN.** **ONLY** warming and preparation is permitted. Kitchen facilities are available for use if included in this contract. Caterers must supply a copy of their Certificate of Liability Insurance and Retail Health Permit and be approved by facilities Manager thirty (30) days prior to the event. Any and all use of kitchen equipment requires qualified/trained persons or Caterer. Caterer must walk through equipment use with Facility Manager or Parish Representative thirty (30) days before the event, agreed to, and sign **CATERING POLICY**.

- **Any kitchen equipment used by Caterer must be properly washed, rinsed, and sanitized during clean-up and is required. Trash control is also mandatory as well as bussing of tables.**
- **Children under the age of thirteen (13) will not permitted in the kitchen**

4. **Alcohol:** The rules of the Texas Alcoholic Beverage Commission will be adhered to at all times by anyone using our facilities. Lessee must use TABC certified bartenders who have been approved by the banquet hall / facility manager. Further, TABC certified bartenders **MUST** pour or serve ALL alcoholic beverages. In addition, there will be **NO** outside alcoholic beverages brought into the banquet hall by any guests at any time.

- **NO ONE UNDER TWENTY-ONE (21) WILL BE ALLOWED TO CONSUME ALCOHOL BEVERAGES**
- **Youth-Centered Rentals and Quinceañeras: NO ALCOHOL BEVERAGES WILL BE SERVED OR PERMITTED.** Additional Security will be required for the protection of our youth.
- There will be no alcohol bottles or containers thereof on top, underneath or beside the tables.
- The security officers have the **RIGHT** to ask for and take vehicle keys from ANY inebriated guests. If the guest(s) do not respond, they will be subject to arrest.
- The Event Manager, his / her designees and security personnel have the right to close down the Tap Room at any time and remove keys or person(s) due to excessive drinking of alcoholic beverages.

5. **Parking:** Parking is on a first come- first served basis. Occasionally we may have several functions occurring simultaneously, we are a Parish first. No parking is allowed on grassy areas, fire lanes or in the portecochere. Vehicles parked in unauthorized zones are subject to being towed at the owners expense.

I HAVE READ AND WILL COMPLY WITH THE ABOVE POLICY RULES OF FACILITY USE

SIGNED: _____

DATE: _____

HTCC REPRESENTATIVE: _____

DATE: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

Catering Policy

Event Name: _____

Date of Facility Usage: _____

Catering Company: _____

Catering Contact Name: _____

Catering Primary Phone #: _____ Secondary Phone #: _____

Event Start Time: _____ Event End Time: _____ Caterer Arrival Time: _____

- A copy of the complete contract **MUST** be on file at the Banquet Hall no later than thirty (30) days prior to the scheduled event. The contract should contain a copy of the menu, the price contracted for food cost, rental and services, description of the rentals (i.e. chafers, coffee service, serving trays and baskets, etc.)
- Holy Trinity Catholic Church must be furnished a current Certificate of Liability Insurance, with **Holy Trinity Catholic Church listed as the Certificate Holder.**
- If caterer has never served at the Banquet Hall, an onsite visit is required at least thirty (30) days prior to the event, when the caterer will be advised where all food services take place.
- Staffing of the Caterer should be sufficient to handle all food prep and service as well as bussing tables and trash control throughout, and until the end of the event.
- Arrival time should be scheduled with the Banquet Hall in advance and can be as early as 2 hours prior to the event start time, unless prior arrangements are made with and Approved by Facilities Manager.
- Buffet Food Lines: We strongly suggest one (1) line for every one hundred (100) guests. One food line is never to exceed one hundred-fifty (150) people.
- Alcoholic beverages: The Banquet Hall does not have a liquor license; therefore the Lessee or Caterer is to provide all alcoholic beverages. Alcohol must be delivered the day BEFORE the event and can be stored in refrigerator if required. TABC Certified Bartenders are required to serve all alcoholic beverages.
- Caterer **MUST** provide and serve coffee, tea, water and all other non-alcoholic beverages, serving pieces, and kitchen utensils.
- **Caters must clean equipment used**
- Liquids only are allowed in sinks. Pots and pans and other serving equipment must be scrapped before going into the sinks.
- All beverages, food, and equipment brought in must be removed or disposed of by the end of the event.



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

- No trash is to be left inside or outside the building, except within designated containers
- Clean-up of the kitchen must be completed one hour before the event is scheduled to end.
- Check all appliances that were used to insure they are turned off.
- If tableware is rented for the event, everything must be picked up before the end, unless prior arrangements are made with Facilities Manager and approved in writing.
- Staff food: After all guests have gone through the line, Holy Trinity staff members and on-site security personnel are invited to fix a “to-go” plate to eat on their break or when the event has ended
- Children under the age of thirteen (13) will not be permitted in the kitchen or bar area.
- **ALL TRASH FROM KITCHEN AND BALLROOM AREAS IS TO BE REMOVED AND PLACED IN OUTSIDE DUMPSTER, AND IS THE RESPONSIBILITY OF THE CATERER, ON BEHALF OF THE LESSEE.**
- **THE KITCHEN SHOULD BE LEFT CLEAN AND ALL EQUIPMENT LEFT IN THE SAME CONDITION FOUND UPON ARRIVAL.**
- **AT THE END OF THE RENTAL TIME, THE LESSEE IS RESPONSIBLE FOR LEAVING THE KITCHEN IN THE SAME CONDITION, AS IT WAS WHEN THE RENTAL BEGAN.**

This **CATERING POLICY** must be signed by Lessee, and agreed to by the Lessee’s designated Catering Company ninety (90) days in advance of event. These rules are binding once this agreement is signed. PLEASE BE AWARE THAT FAILURE TO COMPLY WITH THESE POLICIES COULD RESULT IN ADDITIONAL CHARGES TO LESSEE, AND/OR FORFEIT OF DAMAGE DEPOSIT.

I HAVE READ AND WILL COMPLY WITH THE ABOVE RULES STATED IN THE CATERING POLICY.

Lessee Signature _____ Date: _____

Print Name: _____

Caterer Representative Signature: _____ Date: _____

Print Name: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

INSPECTION FORM

Pre Event	Post Event	
		FOYER: CLEAN AND FREE OF ALL DEBRIS
	XXX	RESTROOMS: CLEAN AND TIDY. ADDITIONAL TOILET PAPER AND PAPERTOWELS PRESENT
	XXX	ROOM SET-UP PER PLAN
		BALLROOM IS VACCUMMED, FREE OF DEBRIS AND NO POWER CORDS ARE RUN ACROSS THE FLOOR
		CHECKED DANCE FLOOR FOR MAJOR SCRATCHES, STAINS ANY ADHESIVE MATERIAL ON SURFACE.
		KITCHEN: LEFTOVER FOOD STORED IN COOLER OR DISPOSED OF. FREE OF TRASH. ALL TRASHED TO BE PLACE IN LARGE ROLLER BIN, AND IF BIN IS FULL IT IS TO BE EMPTIED INTO DUMPSTER BY CATERER
		KITCHEN: FLOORS ARE SWEEPED AND CLEAN OF DEBRIS
		ANYTHING LEFT IN BALLROOM BY CLIENT STORED IN TABLE STORAGE CLOSET FOR LATER PICKUP.
		ALL DOORS, LIGHTS, AND THERMOSTATS CHECKED. OPEN AND READY FOR GUESTS, PRE-EVENT. CLOSED AND LOCKED POST-EVENT
		POST EVENT: DECORATIONS REMOVED AND NO PERSONAL BELONGINGS PRESENT
XXXX		POST EVENT: ALL TABLE DECORATIONS HAVE BEEN REMOVED FROM FACILITY BY LESSEE.
XXXX		POST EVENT: ALL TABLE CLOTHS HAVE BEEN REMOVED BY LESSEE AND PLACED IN DESIGNATED BIN/LOCATION
XXXX		OUTDOOR: AREAS HAVE BEEN INSPECTED AND ARE FREE OF ALL TRASH (INCLUDING PATIOS, STAIRWELLS, ELEVATOR, AND DOWNSTAIRS COURTYARD SURROUNDING CHURCH, AND PARKING LOTS).

PRE-EVENT SIGNATURE:

Lessee Signature: _____ Date: _____ Time: _____

Print Name: _____

Day Event Manager Acknowledgement: _____ Date: _____ Time: _____

POST EVENT SIGNATURE:

Lessee Signature: _____ Date: _____ Time: _____

Print Name: _____

Event Manager Acknowledgement: _____ Date: _____ Time: _____

NOTES: _____



Holy Trinity Banquet Hall

*20523 Huebner Road
San Antonio, TX 78258*

PAYMENT RECORD

EVENT NAME: _____

DATE OF FACILITY USAGE: _____

TYPE	AMOUNT	DATE PAID	CHECK #/ CC AUTH #
Contract Fee			
Total Down Payment			
Damage Deposit			
¼ Payment			
30 Days Prior To Due Date:			
Additional Fees:			
Additional Hours over 8 hr. block @ \$250 per hour			
Post Event: Damage Deposit Amount Paid to Lessor/ Refunded			