

Rates and Fees

- Down Payment - A down payment of 25% is required at time of booking.
- Damage Deposit – Due at time of booking \$ 400.00
(Separate Check) (Is returnable if no damage is noted.)
- Conference Room – For Class/Meetings Only \$ 200.00
- Classrooms – For Class/Meetings Only (9 rooms available) \$ 200.00 each
- Grounds only – No Restrooms – Daylight hours only..... \$ 400.00
- Gathering Room – 1Part Only \$ 400.00
1Part with Kitchen no Stove \$ 550.00
1Part with Kitchen and Stove \$ 650.00
- Gathering Room – Both Parts Only \$ 650.00
Both Parts with Kitchen no Stove \$ 800.00
Both Parts with Kitchen and Stove \$ 950.00
- Kitchen Only – Sorry we only rent the kitchen with the rental of the Gathering Room. The only exception is by Church organizations.

Wedding Receptions—Wedding receptions are limited only to Weddings performed at St. Ann or parishioner who opt to have the Wedding performed at the Cathedral.

Cancellation Policy – Greater than 90 days to the event full refund.
90 to 30 days to the event 50% refund.
Less than 30 days to the event no refund.

Payment—All fees are payable in full 30 days prior to the date of the event.

Hours – All rental are based on a 4 hour event plus a 1 hour cleanup = 5 hours total. If the event & cleanup goes over 5 hours an additional fee of \$100.00 per hour or portion of an hour may be charged.

Set Up – You may set up & decorate the day before the event or the day of the event **but not both** and are limited to 4 hours. If additional hours are needed a fee of \$100.00 per hour will be charged.

Take Down – You may take down your decorations the day after the event and are limited to 2 hours. If additional hours are needed a fee of \$100.00 per hour will be charged.

Walls, Posts, Doors, Moldings and Ceiling – Nothing is to be taped, stapled, or otherwise hung on walls, posts, doors, moldings or ceiling.

Custodian – A member of the St. Ann Custodial Staff if required to be on hand for all rental events. The custodian will assist the renter in setting up tables and chairs (not decorations) and will be on hand throughout the event. The custodian is responsible for cleaning the floors and the restrooms.

Renter's Responsibility

Insurance – All renters must purchase insurance by completing the application form for Special Events Coverage. This is an insurance policy required by the Diocese and subject to approval by Catholic Mutual. The fee is **\$95.00** (or the going rate established by the Diocese of Houma/Thibodaux).

Beer or Other Alcohol – When beer or other alcoholic beverages are consumed at the event the renter must obtain the necessary Alcohol Permits required by the Terrebonne Parish Consolidated Government. The renter must also obtain the necessary security through the Sheriff's Office for the duration of the event. One deputy for every 100 people, with a minimum of two deputies for wedding receptions. This is the responsibility of the renter, not St. Ann Catholic Church.

The Sale of Alcoholic Beverages is Prohibited.

Occupants – The renter agrees to limit the occupants for any event to the number prescribed by the State Fire Marshal for that portion of the facility rented.

Exit Doors – All exit doors must remain accessible at all times during the rental. No exit doors are to be blocked at any time during the event.

Damage – The renter is liable for any and all damage done to the facility and/or equipment or missing items during the time of set-up, take-down or the event.

Clean Up – The renter is responsible for clearing the tables by removal of all table decorations, trash and table cloths from the tables at the conclusion of the event.

Kitchen – It is the responsibility of the renter to clean the countertops, sinks and stove (if used) prior to departing. All food items are to be removed from the refrigerator and kitchen. Renter must provide all supplies including pots/pans, cooking utensils and serving utensils.

Decorations – The renter is responsible for removing all rented and/or borrowed furniture, equipment and other decorations upon completion of the event or within the 2 hour period the following day.

Grounds Rentals – The renter is responsible for policing the grounds and removing trash prior to leaving. If portable restrooms are used they must be removed the day after the event.

Glass Containers – No glass containers are allowed on the grounds or in the building during the event.

Smoking – The St. Ann Parish Center is a smoke free building. No smoking is allowed in the building at any time.

Note – St. Ann Catholic Church will not be responsible for items or other goods left overnight.