

# Jorishie Hall Lease Agreement

LESSEE: _____	PHONE NO: _____	
ADDRESS: _____	ZIP CODE: _____	
CONTACT PERSON: _____	PHONE NO: _____	
TYPE OF EVENT: _____	Bartender & Cash Bar (Yes / No)	
DATE OF EVENT: ____ 20 ____	BEGINS: ____ PM	ENDS: ____ PM
RESERVATION/DAMAGE DEPOSIT: \$ <u>400.00</u>	RENTAL FEES: \$ <u>1,200.00</u>	

THIS LEASE AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between JORISHIE HALL hereinafter called "LESSOR", whose mailing address is 8315 South 107th East Ave., Tulsa, Oklahoma 74133, and whose phone number is 918-872-7400 and the above named "LESSEE."

FOR AND IN CONSIDERATION of the sums set forth above and other good and valuable consideration, LESSOR does hereby lease the JORISHIE HALL or part thereof as set forth above, located at 8315 South 107th East Ave., Tulsa, Oklahoma, (hereinafter called the "PREMISES") to the LESSEE on the date and during the times set forth above (hereinafter called the "TERM") subject to the terms and conditions hereinafter set forth.

## **1. USE OF PREMISES:**

- A LESSEE shall neither commit nor permit waste of the Premises or any of the Lessor's property located on or about the Premises and shall use with care and not destroy or remove any of the fixtures, improvements or personal property on or about the Premises. LESSEE shall not use the Premises or allow the Premises to be used for any purpose prohibited by any Federal or State laws or regulations or ordinances of the City of Tulsa. At the end of the term hereof, LESSEE shall return the Premises and all of Lessor's property located thereon, in the same condition as it was when occupancy began. In the event of damage to the Premises or to any of Lessor's property located thereon during its use and occupancy by LESSEE, LESSEE agrees to pay the cost of repairing, restoring or replacing same within five (5) days after being presented with Lessor's invoice if the reservation/damage deposit is not sufficient to cover such cost.
- B LESSEE agrees to fully vacate the Premises by the ending time set forth above and to pay any additional expenses incurred by Lessor as a result of any delay in vacating the Premises. It is the responsibility of the LESSEE to inform all of its employees, agents, contractors and guests of the Term of this lease and to make sure all equipment and accessories brought onto the Premises are removed by the expiration of the Term set forth above.
- C It is agreed that Lessor's Parish Priest is authorized to act on behalf of the Lessor during the event as he/she decides is in the best interest of the Lessor. LESSEE agrees that the Parish Priest's decisions shall be conclusive and agrees to abide by any decisions of the Parish Priest.
- D A copy of the Rules for the Use of Jorishie Hall is attached hereto and made a part hereof as if fully set forth herein and Lessee agrees that its employees, agents and contractors will abide by these rules in the use of the Premises.

**2. FEES AND REFUNDS:**

- A If the event, including set-up and clean up, extends beyond the allotted time, an additional hourly charge of \$100.00 will be incurred by LESSEE. (one hour minimum)
- B Reservation/Damage Deposit shown above is due upon execution of this Agreement. In addition to reserving the Premises for the date stated above, this deposit will be held to cover any damages and additional fees that may result from use of the Premises. The cost of any repairs or replacements resulting from damage incurred during this event, and any additional fees, will be deducted from this deposit before a refund is made.
- C The rental fees are due 30 days prior to the event If payment is not timely received by Lessor, it shall constitute a breach of this Agreement and Lessor may remove the event from the calendar without arranging for an alternative date and retain the Reservation/Damage deposit as liquidated damages for LESSEE's breach, it being understood that the precise amount of damages sustained by Lessor will be extremely difficult to ascertain.
- D If written notice of the cancellation of an event is given to Lessor by LESSEE more than 60 days prior to the event, one-half of the Reservation/Damage Deposit will be refunded.
- E If written notice of cancellation is given to Lessor after the Rental Fees have been paid in full, fees shall be refundable as follows: 30-59 days prior to event- 50% of total fees; less than 30 days prior to the event - 25% of the total fees.
- F No refunds will be made on account of inclement weather.
- G Lessor will provide a licensed bartender for \$100.00 per event. Refer to alcohol bar list for drink prices.

**3. LIMITATION ON LIABILITY:**

Lessor shall not be liable for any claim, demand, damage, cost or expense, including attorney fees and other costs, arising from any loss, damage, accident or injury to persons or property occurring directly or indirectly as a result of LESSEE's use and occupancy of the Premises, unless caused by the intentional act of Lessor, it's servants, employees or agents. LESSEE agrees that LESSEE shall be solely responsible for the acts and omissions of Lessee's servants, employees, agents, guests and members during me use and occupancy of the Premises and holds Lessor harmless from any loss, damage and injury to persons or property resulting from such acts or omissions.

**4. SECURITY:**

Security is required as determined by and in the sole judgment of the Lessor.

**5. ACKNOWLEDGEMENT:**

LESSEE acknowledges that LESSEE has received a copy of this Agreement and Rules attached, has read and understood such Agreement and Rules and agrees to abide by its terms and provisions.

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## Rules for the Use of Jorishie Hall

- 1 Smoking is strictly prohibited inside the building.
- 2 Fastening anything to the walls, doors, ceilings, or light fixtures is prohibited. Decorations must be free standing.
- 3 Only professional caterers approved by Lessor will be allowed to serve food at the Hall. There is only a catering kitchen provided. No cooking is allowed in the kitchen.
- 4 All china, glassware, silverware, linens, serving utensils and other like items must be furnished by LESSEE.
- 5 A Licensed Bartender and cash bar will be provided if included in the lease.  
Under no condition may open containers of alcohol leave the Hall with a guest.
- 6 The exits must not be blocked at any time in accordance with fire codes.
- 7 Property belonging to the Hall is not to be removed from the Premises or to a different area in the Hall and such property used during an event is to be returned to its original place unless instructed otherwise by Parish Priest or Building Host.
- 8 Amplified music is allowed within certain specifications. Lessee must furnish equipment, dance floor and stage. The Building Host has the right to regulate the size of the equipment and the decibel level of amplification during the event. All dancing is to be confined to the uncarpeted area.
- 9 Decorating Regulations:
  - No sand, rock, artificial snow or like material is to be placed on the floors or other surfaces without prior approval of the Lessor.
  - All items brought in by Lessee must be removed at the close of the event. This includes any trash that cannot be disposed of in the dumpster. Arrangements can be made for pickup of some rental equipment
  - Because it is difficult to remove certain materials from the floor, grounds, and rugs and because certain materials can create hazards, ABSOLUTELY NOTHING, INCLUDING BUT NOT LIMITED TO, WHEAT, RICE, FLOWER PETALS, BIRDSEED OR CONFETTI may be thrown or brought inside the building. Flower petals and birdseed are acceptable ONLY if they remain outside the building AT ALL TIMES (including storage and for distribution to guests).
  - Decorating outside the Hall must be approved by the Parish Priest. By signing the Lease Agreement you agree to pay the additional costs of cleaning and damages should these rules be violated. MINIMUM FEE IS \$50.00.
- 10 Plastic trash containers are available. Protective liners must be used and removed from the container outside the building.
- 11 Clean up arrangements, including removal of catering equipment, decorating items, music and sound equipment must be removed from the Hall at the appointed time (i.e. the end of the leased period.) Additional time will result in late charges to be deducted from Reservation/Damage Deposit before refund. One Hour Minimum
- 12 The Lessee will restrict use of the Hall only to the areas leased. Additional area use will result in additional charges.

# PLEASE GIVE THIS SHEET TO YOUR CATERER

## **Jorishie Hall Catering Kitchen Guidelines**

Welcome to Jorishie Hall! We look forward to working with you for this special event.

Below I have summarized important information for your planning process. Please review it and call me with any questions.

**Fr. Elias Abi-Sarkis, Parish Priest – 918-872-7400**

**LICENSING:** You must be a licensed caterer to work at Jorishie Hall. Please provide a copy of your license and liability insurance to either your client or directly to me for our files. I will need both copies before the event in order to open the building.

**SET UP:** The lessee is given 2 hours of set up time before the event starts. It is also your time to unload your equipment and prepare your food.

**COOKING:** Please note that it is a catering kitchen only. You do have use of a refrigerator, ice machine, microwave and warmer. No cooking is allowed in the facility.

**PARKING:** Two parking spaces are located behind the building next to the ramp for your use. The ramp leads directly into the kitchen and you may use it throughout the event.

The **ENDING TIME** is when everything is to be out of the building and the doors locked. You must have your equipment out by that time. If the lessee feels the time needs to be extended, he or she will notify the Building Host and/or Security Guard. An extension of time will be at the hourly rate, one hour minimum.

**NO SMOKING:** Since smoking is not allowed in the building, there are ash canisters located outside the front (West) and North side doors for the benefit of smokers.

**LIQUID:** Dispensers for drinks should be situated where they will not leak on the floor.

**TRASH CANS:** Plastic trash containers are available but protective, heavy duty plastic liners must be used in them. Use 33 gallon size liners (2'9" x 3'4".)

**CLEANUP:** Start the cleanup and removal of your items and equipment to allow sufficient time to be through by the **ENDING TIME**.

1. The tables should be cleaned and wiped clean if necessary. The tables DO NOT need to be folded.
2. Any liquid on the floor must be cleaned up.
3. The trash should be removed from the building and placed in the dumpster in back of the building. The trash liners must be removed from the Plastic containers outside the building to prevent liquid from leaking onto the floor .
4. Floors in the kitchen and Main Hall should be cleaned of trash, food and liquid substances.
5. Make sure everything is out of the building. The building usually stays locked and it may be difficult to find anyone to open it to retrieve forgotten items.

**CONTACT:** A Building Host and/or Security Guard will be on duty to answer your questions and to see that the building equipment is working properly.

## Planning Details for Jorishie Hall

- The Hall will accommodate up to 224 guests for a sit-down dinner and 250 for a buffet reception with dance floor. We can hold 300 with limited tables.
- Thirty - round tables (60" dia.), four - rectangular tables (3'x8'), three - rectangular tables (3'x6'), plus 300 chairs are available for use at no additional charge.
- One Policeman is provided at the cost of the Lessee. Additional Security Guards are required if alcoholic beverages beyond champagne, beer or wine are served.
- The premises include 81 parking spaces, 4 handicap spaces and 2 catering spaces. Street parking is available.
- Sound equipment for music and PA equipment, Dance Floor and Stage must be furnished by the Lessee.
- The Hall is handicap compliant, including a wheelchair ramp and restroom.
- The Lessee may use the caterer of his or her choice as long as they are licensed and insured. A catering kitchen and its use are included in the lease.
- Decorating is allowed and Lessee may bring in his or her own decorations for set up on the day before the event, provided the Hall is open and not in use. Lessees often find that the beauty of the space makes decorating simple and affordable.

### **Rates:**

**A \$400.00 refundable security deposit will reserve the date. The cost for an event is \$1,200.00 payable 30 days prior to the event. Additional time is available at \$100/hour.**

# Event Timeline for Your Rental at Jorishie Hall

Thank you for choosing our facility for your special event. We look forward to working with you and will help you with any decisions we can during your planning period. Below is a timeline that will guide you through our process.

**Fr. Elias Abi-Sarkis, Parish Priest – 918-872-7400**

The first step:

Secure the date with the \$400 refundable deposit. You will receive a confirmation letter shortly thereafter. This deposit is separate from the rental fee. Any deposit due to you will be issued approximately 2 weeks after the event.

Two months before the event:

- Call with your caterer's name and telephone number. You must use a licensed caterer with liability insurance.
- Give the caterer the Catering Guidelines sheet found in your packet so they may start planning their schedule
- Decide on your rental times. Remember that you have 6 hours of event time and 2 hours of set up time. For example, if you want 6:00 pm to Midnight, we'll open the building at 4:00 pm.
- Decide if you are serving alcohol beyond champagne, beer or wine. You will need an additional security guard if you are going to do so.

One month before:

- Have your caterer send over verification of liability insurance and a copy of his or her catering license. The fax is 918286 6619 - or the information can be mailed to 8315 S. 107th E. Ave, Tulsa, OK 74133.
- Send in your total rental fees. Make checks out to Jorishie Hall or bring in cash.
- Notify me if your event times have changed. I need to know of any changes since I schedule volunteer hosts to be at your event and they need time to plan.

Three weeks before:

- Start coordinating your delivery needs so that everything coming on that Friday arrives between 10:30 and 1:30 or on that Saturday during your two hours of final set up.
- Fill out your floor plan with the appropriate number of circles and rectangles. Each table will hold 8 people comfortably and we have 30 round tables, 300 chairs, 8 rectangular tables. Return the completed plan to the office.

Two weeks before:

- Do we have your payment? Do we have your caterer's information? You must turn in both in order for the doors to be unlocked on event day!
- You should probably come by the building one more time to coordinate layout of decorations.
- Fax, mail, e-mail or drop off your floor plan if you've not done so by now.

One week before:

- Confirm delivery day and times with your vendors. Let me know who is coming and when.
- Notify me of any final schedule changes.

Day before the event:

- Come to the Hall around 10:30 AM to observe the set up and confirm its correctness.
- If you do not come by at that time we will assume that you do not need any changes and will leave it as is.
- If the Hall is not booked on the day of your event you may decorate from 10:30 AM to 2:30 PM. Please remember that whatever you bring into the Hall needs to come out immediately after your event, so keep the decorations and supplies to a manageable amount.

Day of event:

- Hall will open 2 hours before your scheduled rental time.
- The opening host will be there to open the building, turn on lights, heat or air as appropriate.

All food must be gone from the building that evening and the Hall cleaned per the instructions in the Rules. Arrangements may be made for rented items to be picked up on Monday.

One to two weeks after the event:

- Any refund due to you will be mailed to you.

All the best as you plan your big day!