

**The Ville
at St. Vincent de Paul Catholic Church
Ville Usage Guidelines
Rev 1. December 30, 2016**

Welcome! Thank you for considering our parish home as a venue for your event. Our parish is noted for its hospitality. We want to create a safe, hospitable environment for you and your guests and to protect our parish family's investment in this beautiful facility.

ROOM USE AND CAPACITY

The Ville is to be used for receptions, dinners, and other hospitality events. No wedding ceremonies are to be performed in the Ville.

The Ville can accommodate up to 300 guests. When you visit with our secretary, you will be given a choice of several floor plans to accommodate a head table, guest tables, dance floor, and gift table. (We are not responsible for the safety and security of your gifts.)

For safety and security, do not move any furniture or equipment. With advance request, our maintenance staff will set up the room for you prior to the event.

No one is allowed in the sound booth except for St. Vincent de Paul Parish personnel. No use of in house audio-visual equipment is permitted unless the parish Technology Coordinator or DJ services are contracted.

RESERVATIONS

Your date is reserved and placed on the building calendar after we have received the first half of your total fees and your completed signed contract.

The last half of your total fees is due 30 days before your event. All arrangements and the number of guests should be finalized at that time. If we do not receive the total fees at least 30 days before your event, your event will be cancelled and the fees previously paid will be forfeited. **If you cancel your event in writing 60 days before the event, your fees will be returned in full.**

HOURS OF EVENT

The Ville is rented for a minimum of 6 hours for each event. At no additional charge, you may schedule with the secretary a set-up time. If your event will be longer than the minimum 6 hour rental period, there is an additional \$200 an hour fee.

Our parish facility is located in a neighborhood and we want to be a good neighbor. For that reason, the building and grounds must be vacated by midnight.

Last Call for bar services is 1 hour before the scheduled end of the event (ex. event is scheduled to end at 10:30 p.m. last call is at 9:30 p.m.)

All your belongings are to be cleared and off the premises by the end of the scheduled event.

If your event runs overtime there is a charge of \$50 for each 15 minute segment.

DECORATING

Do not put anything on the walls, windows, ceilings, or doors of our building. With advance request, easels are available for messages.

No candles or chocolate fountains are permitted in the Ville to prevent damage to the faux finishes. Your entire deposit will be forfeited if candles or fountains are used.

All decorations, pictures, food and other personal items must be removed from the building prior to the end of your event.

ALCOHOLIC BEVERAGES

It is our desire to encourage responsible use of alcohol and to comply with Kansas state law. We want to protect the parties using the facility as well as St. Vincent de Paul Parish, and to make the events located on parish grounds safe and enjoyable for all. The guidelines listed here are based on those used for Catholic facilities throughout the Diocese.

1. Beer, wine, and spirits are allowed. (Tequila is not allowed). Spirits will be served in mixed drinks only, using the beverages available on our soda gun in the bar. (Coke, Diet Coke, Sprite, Soda water, and water.) NO "shots" will be served. No premixed cocktails will be served unless the contracting bartenders for the event make drinks on site.
2. No one may drink alcohol on our premises before your event. No alcohol will be served from the bar for the event until the security guard has arrived and is on site. Early arriving guests will be provided water, tea, coffee or soft drinks on request until it is time to start alcohol service.
3. Alcoholic beverages, no matter how packaged, will be served by the bartender(s) in clear cups. Canned beer may be served in its container if approved by the contracting party.
4. Bartender(s) will be hired through our secretary for a minimum of 2 hours including ½ hour of set-up and ½ hour of clean-up.
5. Per Kansas Law, the bartender(s) will observe the individuals present and will not serve those who have had too much to drink.
6. Bartender(s) and security guard, per Kansas Law, have the authority and obligation to ask for proper ID before serving alcohol. If any questions of ID are not satisfactorily answered or if valid ID is not provided, that guest will not be served alcohol.
7. The bar must close ½ hour before the event concludes so that the bartender may clean up and vacate the building on time. The last call for alcohol service will be not later than 1 hour before the official end of the event.
8. No drinks, of any kind, may leave the room that is being used for the event. The Court Yard is considered part of the room venue.
9. No "self service" alcohol is permitted....no bottles of wine, champagne or other liquor on the tables or at "drink stations" for guests to self pour will be allowed.
10. Bring your own bottle parties are NOT allowed.
11. A second bartender is required to serve the beverages when the anticipated number of guests exceeds 150 persons at any time during the event.
12. No more than 9 alcoholic beverages are allowed to be served:
Example-1: 2 types of beer, 4 types of spirits and 3 types of wines
Example-2: 3 types of beer, 3 types of spirits and 4 types of wines
13. A bartender is required when your group has a Champagne toast only. A security guard is not required.
14. No one is allowed behind the bar except for St. Vincent de Paul Parish authorized workers.
15. All left over alcoholic beverages will be removed from the building at the conclusion of the event by the contracting party under the supervision of the security guard.

SECURITY

For your safety as well as the safety of any other groups who may be using the building, a security officer must be in attendance at all events when alcohol is served for more than one hour. The security guard is scheduled to arrive at the beginning of the event. The officer is here to assist you in your responsibility to preserve order and comply with state and federal laws. The officer will help to protect parish property and ensure compliance with building use guidelines. Failure to comply with a security officer's request will be handled by the Andover Police Department.

BE OUR GUEST MINISTRIES

Our parish hospitality group, Be Our Guest Ministries, may be available to serve your event and provide food service clean-up. Please make the request at least 3 months in advance. For more information about services and the fees involved, contact our secretary.

KITCHEN AND CAFÉ VINCENT USE

If you do not use our Be Our Guest services (listed above), a parish volunteer will serve as a parish kitchen resource. This person is not there to provide service but is available to instruct your own people on the use of the ovens, stoves, warming ovens, and the hot/cold food service tables as needed.

Note: The refrigerator, freezer and the dish washer are not available. The kitchen, ovens, and the Café Vincent food service area must be cleaned to food service standards and cleared of items prior to the end of your event.

SOFT DRINKS

If no alcohol is being served at your event, a beverage server and the use of our soda machine may be arranged with our secretary prior to your event. If there are more than 150 guests, two beverage servers are required.

You may request coffee, iced tea, water, and/or soda. If you contract with our Parish Hospitality Group, they will serve the coffee, iced tea, water, and /or soda so no additional beverage server will be needed.

SUB-CONTRACTORS

It is your responsibility to ensure compliance with these guidelines by persons you contract (florists, wedding planners, caterers, DJ, etc.). Please allow sufficient time for the removal of their items and equipment.

No photographers are permitted on the upper level of the Ville, except in the upper dining area.

CHILDREN

For their safety, children are not to be left unsupervised at any time. Children are not allowed on the steps or the Mezzanine level of the Ville unattended.

SMOKING

This is a non-smoking facility. Smoking is prohibited in all interior building areas. Smoking is allowed outside the building under the walkway in the courtyard area and at entries where ashtrays are provided.

COURTYARD

Saturday events cannot use the courtyard between 4:30 p.m. to 6:00 p.m.

SIDEWALKS

Keep all vehicles off the sidewalks, walkways, and lawn areas.

RICE, BIRDSEED, WHEAT, CONFETTI, GLITTER, BALLOONS

For cleanliness and safety, we do not allow the use of rice, birdseed, wheat, confetti, or glitter inside or outside our building. Because of the high ceiling in the Ville, helium balloons are not allowed.

RIGHT TO TERMINATE THE EVENT:

You and your guests must obey all City of Andover, Butler County and State of Kansas rules, regulations and ordinances. We reserve the right to terminate your event prior to its conclusion if, in our sole discretion:

- > There is violence or a threat of violence (verbal or physical).
- > There is damage to the property.
- > You or any of your guests fail to abide by the terms of this Agreement, or any rules, regulations or laws of Andover, Butler County or the State of Kansas.
- > In the event we terminate the Event for any of the afore mentioned reasons, no money will be refunded to you.

GENERAL LIABILITY

St. Vincent de Paul Parish is not responsible or liable for any personal injury or loss incurred through the use of its facility.

Many insurance companies offer a "rider" on a home-owner's insurance policy for an event planned by the insured. We advise that you obtain such a rider.

CONDUCT AND INDEMNITY:

You assume all risks incident to, or in connection with, all activities at the Ville, and you agree to indemnify, defend and save harmless the Ville from all damages or injuries, of whatever nature or kind, to persons or property arising, directly or indirectly, from your event at the Ville, and from any penalties for violation of any law, ordinance or regulation affecting or having application to the Event. You agree to conduct your activities at the Ville so as to not endanger any person or property at the Ville; nor will you do, or permit to be done, anything in or upon any portion of the Ville or bring or keep anything therein or thereon, which will, in any way, conflict with federal, state or city laws or regulations or conditions of any insurance policy upon the Ville or any part thereof, or in any way engage in any activity that would increase any rate of insurance on the Ville.

JURISDICTION

This Agreement was made and entered into in the city of Andover, Butler County, Kansas, and shall be subject to and governed by the laws of the State of Kansas. Courts located in Butler County, Kansas, shall have exclusive jurisdiction over any disputes relative to this agreement.

ATTORNEY'S FEES

In the event of any dispute relative to this Agreement, the losing party shall pay the fees and expenses of the prevailing party, including reasonable attorney's fees.

MODIFICATION

No amendment or variation of the terms of this Agreement is valid unless made in writing and signed by the parties.

CONTACT INFORMATION

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