



**ANNUNCIATION COMMUNITY CENTER
RENTAL AND BEVERAGE POLICY**

<u>Main Hall Kitchen:</u>	<u>Fee</u>	<u>Cancellation</u>
Saturday	825	-200
Fri and Sun	525	-100
Mon, Tue, Wed, Thur	325	-50
Day before (Fri)	200	-50
Day before Mon, Tue, Wed, Thur.	100	-25
Damage/Security deposit	200	
Bartender 5hrs	20per hr	
Security 5hrs	30 per hr	

Insurance and Main Hall cleaning included in Rental Charge-Renter is required to Clean the Kitchen and return tables and chairs to storage.

***Meeting Rooms: Rent includes cleaning charge**

Large	150	*Renter provides insurance
Small	50	
Damage dep lg meet rm	50	
Damage dep sm meet rm	50	

Other:

Beverage prices are subject to change without notice due to changes in market price. View current beverage pricing in *Current Beverage Pricing* document. We do not sell liquor by the bottle. All alcoholic beverages **MUST** be purchased from us to comply with Missouri State Liquor laws. You may order keg beer, box or bottled wine and bottled champagne or sparkling wine.

Bartender and security personnel are required if liquor is being served at your function: you are obligated to pay them at the end of your function. **NO** refunds will be made if personnel are not paid. You are responsible for making sure no liquor laws are violated and all rules and regulations are observed and your guests act in an orderly fashion. Damage / Security deposit is refundable and is to be paid in advance.

Key must be returned before refunds are made.

All alcoholic beverages consumed in the building must be purchased from Annunciation Community Center and **NO** carry in is allowed. No alcoholic beverages can be consumed between the hours of 1am and 6am. Beverages ordered must be paid for 20 days in advance; when a **HOST BAR** is provided drinks are to be paid for by Renter at the end of your function. You may set a cost limit.

Cost of beverages (excluding champagne) includes cups and dispensing equipment. Partial kegs are charged at full price. Prices vary according to market value.

No tape, tacks, pins, nails etc. are allowed on **ANY** walls or acoustic panels in the building. If tape is used on floors all residue **MUST** be removed. Skates, roller blades, heelies, skate boards, bikes, trikes and other wheeled devices are not allowed in building.

Event Insurance in your name with The Church of the Annunciation, Reverend John Wolf and the Diocese of Kansas City St Joseph is provided and the cost for insurance is included in the Rental charge. You are required to fill out ,sign and return an insurance application with your Rental Agreement.

NO SMOKING IS ALLOWED IN THE BUILDING---FIREARMS ARE NOT ALLOWED IN THE BUILDING