

**Rental Hours:**

The banquet room and/or the main arena are available for rental daily from 9:00 AM until 9:00 PM. Additional hours can be negotiated.

**Reservations for Rentals:**

A completed and signed application along with a deposit of \$150 must be submitted to the building supervisor with the submittal of the **Application for Use** at least 30 days prior to the event. Payment of all rental fees must be made 14 days prior to the event.

If the event is cancelled more than 14 days prior to the event, the deposit will be returned. No fees will be returned if the event is cancelled fewer than 14 days prior to the event.

A \$150 security/damage deposit must be submitted along with the deposit payment at least 14 days before the event. The security/damage deposit will be returned within 14 days after the date of the event, subject to the condition of the grounds and all buildings after the event.

The applicant must arrange a meeting with the building supervisor to review plans for the event and the **SJHWC** Rental Policies.

The applicant will be asked to submit a plan showing where the event will take place inside the building or on the grounds, including the location of any tents, etc. The plan must be approved at least 21 days prior to the event. A copy of the Renter's application signed by the building supervisor confirms the reservation.

**Capacity:**

The capacity in the banquet room should not exceed 300 persons. Some exceptions may be acceptable. The capacity in the main arena should not exceed 300.

**Liability:**

The Renter will be responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors or guests in connection with the use of the **SJHWC** and its grounds. The Renter further assumes the obligation to indemnify and hold harmless the **SJHWC** and St. John, their officers, volunteers and agents against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property of others, arising out of or suffered through an act of omission of the Renter, its employees, agents, contractors or guests, in connection with its use of the **SJHWC** and its grounds.

**Responsibility of Renter:**

The person signing the Application is responsible for any damages incurred during the rental hours. The Renter is responsible for any subcontractors retained (caterers, florists, musicians, party rental services, etc.) and ensures that each understands and conforms to the Policies. Catering can be negotiated with facility caterer.

The Renter will be responsible for the set up and furnishings (i.e. chairs, tables, trash cans) for the event and for obtaining approval of the plans for the event from the building supervisor. The use of tents or other temporary structures and their set up location must be approved by the building supervisor.

The Renter agrees to clean up the room and/or grounds after the event, taking all trash and garbage away, including cigarette butts, and to leave the building and/or grounds in the same manner found upon arrival. The security/damage deposit will be returned after the event to the extent the building and grounds are left in good order.

**Alcoholic Beverages:**

No alcoholic beverages other than wine and champagne are allowed on the premises. St. John and the **SJHWC** reserve the right to have any guests removed who are abusive or destructive to the property or do not adhere to the rules set up by the contract.

**Smoking:**

Smoking is NOT permitted in any part of the buildings. If desired, the Renter must request a designated, discreet OUTSIDE smoking area. The Renter must provide an appropriate means for disposal of cigarette butts.

**Facilities:**

A commercial kitchen equipped with a sink, refrigerator/freezer, range/oven, icemaker and microwave oven are available in the **SJHWC provided that you use the on-site caterer. Fees are negotiable.** Cooking on the grounds will only be allowed in designated areas and must be approved in advance.

**Fires and Outdoor Cooking:**

Fires, open candles, firecrackers and sparklers/other fireworks are not permitted on the property. Tea lights or votives are acceptable. The Renter must notify the building supervisor at least 20 days prior to the event of any proposed use of open fire, including fires for food preparation. Upon approval, the Renter will obtain the proper permits.

**Security:**

The Renter is responsible for all rental property and any other items left before or after an event.

**Decorations:**

The Renter must obtain approval for any decorations (floral or other) on the **SJHWC's** exterior and interior, including steps, doorways and porches. Nothing may be attached by thumbtacks, nails, staples or duct tape to the interior walls without prior approval. **All decorations should be freestanding. Glitter, rice, confetti and other variants are not allowed on the grounds.**

By signing the Application, the Renter acknowledges he/she has inspected the room(s) for rent and has determined the room(s) is/are acceptable for use intended by the Renter. The **SJHWC** and St. John are under no obligations to modify the conditions of the grounds, including landscaping and lighting. The Renter may, subject to the approval, arrange for additional grounds keeping or lighting at the Renter's expense.

**Parking:**

Parking for events is available on the grounds in the designated areas. Renter is responsible for any personnel needed for parking or traffic control.

**Equipment:**

The Renter is responsible for making all arrangements for rental, delivery and pick up of tables, chairs, tents, linens, etc. and for all other service providers. Set up or removal for an event must be scheduled by the building supervisor. All tents and other rental items as well as all decorations must be removed within two business days.

**Clean up:**

Clean up is the responsibility of the Renter and its subcontractors and must be done to the satisfaction of building supervisor and St. John Baptist Church. All trash and debris must be bagged, tied and removed from the site at the end of the event. All rental items and decorations must be removed. The security deposit will not be returned until the entire property is cleaned to the satisfaction of the building supervisor.

**Publicity:**

Any publicity (invitations, announcements, etc.) using the **St. John Holistic Wellness Center** name must be approved in advance by the **SJHWC** supervisor and St. John Baptist Church.

**The SJHWC and St. John Baptist Church reserve the right to end or cancel any event during which the above Policies are violated, without a refund to the Renter. The Renter will be charged for any damage or repair to the site resulting in violation of any of the above Policies.**

**Sunday Buffet**

Reserved seating for birthday parties, retirement parties, anniversaries & special occasions is available during Sunday Buffet from 11:00 am until 3:00 pm at \$12 per person and \$6 for children 12 years old and younger. Must RSVP in advance.

**Rental Fees:****Banquet Hall**

\$150 per hour

(Minimum 2 Hour Rental)

Tables & Chairs Included

Additional Cleaning Fee (\$50)

Rental Deposit Required (\$150)

**Multi-Purpose Area**

\$500 per Rental

(Maximum 4 Hour Rental)

Additional Fee over 4 hours (\$100 per hour)

Maximum Capacity - 350

**Large Conference Room**

\$50 per hour

(Minimum 2 Hour Rental)

Tables & Chairs Included

**Small Conference Room**

\$30 per hour

(Minimum 2 Hour Rental)

Payment must be made by cash, cashier's check or money order.

**Contact Information:**

**Ken Roach**  
Event Coordinator  
(803) 319-2405

**Elizabeth Edwards**  
Event Coordinator  
(803) 457-0431

**Cameron Wesley**  
Event Coordinator  
(803) 546-6755

Email: [stjohnhopkinssc@gmail.com](mailto:stjohnhopkinssc@gmail.com)  
Phone: (803) 776-7830