



Mainelli Center

Room Specifications:

- The room measures 96 x 60 feet and has a capacity of 422 people.
- Movable walls can divide room into 5 district sections. The four divided room sections 18' x 26' and the larger Parish Center 1 measures 60' x 50' and features a wood dance floor approximately 16' x 40'.
- 50 5' round tables seating 8 each. 20 8' rectangular tables seating 8 each.

Amenities:

- Kitchen is a full commercial kitchen that includes stove, convection ovens, warmer, steam table, coffee maker, refrigerator/freezer, ice machine, and dishwasher.
- Audio/Visual equipment for your use that includes 4 large projection screens, integrated video/sound system, and microphones.
- Set of china, glassware and flatware (silverware) available for rent. The charge is per place setting.

Clean up policy:

- Tables and chairs must be returned to the original position when you arrived.
- All trash must be placed in the trash liner provided and removed to the trash truck provided in the kitchen. If trash truck is full take to dumpster located on the north side of the church in the north parking lot.
- Do not leave any unused food or containers for the parish.

The general rule is: leave the room in the same condition that you found it!

Rental Rates:

- Corporate/Non-parishioner \$1,500(> 4 hours) or \$200/hour
- St Robert Bellarmine parishioner \$1,200(> 4 hours) or \$150/hour
- Non-profit 50% off above rates

Scheduled Events:

- Depending on the event size, security may be required. It must be arranged through the lessor and the additional cost will be the responsibility of the lessee.
- All decorations, supplies and any equipment associated with the event must be removed from the Parish Center within 60 minutes after the conclusion of the event.
- No confetti, glitter dust or similar materials may be used for decorations.
- No decorations, signs or other materials may be glued, nailed, taped or attached to any walls. All decorating plans must be discussed with the Parish Center Manager and approved.
- Nothing should be hung from the ceiling or chandeliers.
- Staples or nails may not be used to attach anything such as skirting to the tables.
- No smoking is permitted in the building.
- The use of alcohol, at any event, must be approved by the Parish Center Manager.
- If liquor is served at the event, it cannot be served after 11:30 PM. The scheduled event must conclude no later than 12:00 A.M. (Midnight).
- Alcohol dispensing must be done by professional bartenders.
- No decorations may be attached to any wall surfaces in the Parish Center.
- All decorating plans must be discussed with and approved by the Parish Center Manager.
- Any food catered for the event must be arranged with a caterer approved by the Parish Center Manager.
- A security deposit equal to 25% of the rental fee shall be required. There will be a walk through before and after the rental event with the manager or his representative. Any damages, including scratches, burns, broken chairs, wallpaper damage, etc. will be noted, and the dollar cost determined will be deducted from the security deposit to the extent that the deposit covers the expense. Any costs in excess of the security deposit will be billed to the individual named on the rental agreement. The contract provides for the reimbursement from that individual for such damages.