



The Portier House

307 Conti Street, Mobile, Alabama
 c/o Cathedral Parish
 Mailing Address 400 Government St.~Mobile, AL~36602
 Telephone: 251-434-1565; Website: www.portierhouse.org

Date: _____

LEASE AGREEMENT

On the above date this lease is entered into between the Cathedral Parish doing business as and hereinafter referred to as The Portier House, and

Name: _____

Address/City/State: _____

Telephone: _____ Email: _____

The Portier House hereby leases to the above named party the premises and enclosed courtyards of 307 Conti Street, Mobile, Alabama 36602, for the event described below to be held on:

Date: _____

Entry Time: _____

(The time that a staff member will open the Portier House to begin set up for your event.)

Exit Time: _____

(The time that all clean up has taken place and you and your guests are leaving for the staff member to lock up.)

Event: _____

The Portier House reserves the right to withhold leasing to any person or entity whose conduct or mission is in opposition to the teachings of the Roman Catholic Church. The Lessee shall use the premises for no other purpose or business than that stated above and nothing of an improper or illegal nature shall be permitted.

Rate Schedule

Private Party/Reception	\$150.00 hour	All-Day (10 hour) Lease	\$1,250.00 flat fee
Bridal Dressing/Photography	\$100.00 hour	Catholic Organization	\$500.00 flat fee
<i>(30% discount for Archdiocesan Employees)</i>			

Standard Fees:

Lease Fee (_____ hours x _____ rate)	\$ _____
Cleaning Fee (\$100 per event)	\$ <u>100.00</u>
Archdiocesan Special Events Liability Insurance (\$100)	\$ <u>100.00</u>

Additional Fees:

_____ Tablecloths @ \$10.00 each; color: white or black	\$ _____
_____ Tablecloths @ \$5.00 each; white only	\$ _____
	\$ _____

Total Due for Lease Agreement:

\$ _____

½ deposit due upon Agreement; balance due 5 days prior to event

The Portier House LEASE AGREEMENT (continued)

_____(initial) The Lessee shall take good care of the premises. The Lessee is responsible for any damage caused by any guest to the premises.

_____(initial) The Lessee shall comply with all the rules and regulations of The Portier House (page 3 attached).

_____(initial) The Lessee agrees that The Portier House through its agents or other representatives shall have the right to monitor the activities on the premises and enforce all proper rules during the term of the lease.

_____(initial) The Portier House assumes no responsibility for injury, personal or otherwise, to any person or property occurring in conjunction with the use of the premises. The Lessee agrees to hold harmless and indemnify The Portier House for any damages, expenses, costs or legal fees incurred as a consequence of the Lessee's conduct or use of the premises. The Portier House is not responsible for any items brought into the building which are damaged, lost or stolen.

_____(initial) The Portier House shall not be liable to the Lessee or any other person or corporation for any damage to their personal property caused by weather, accidents, leakage of water, gas, sewer pipes, or plumbing on said premises.

_____(initial) Upon a failure to make payments of fees as herein agreed or upon a violation or nonfulfillment of covenants of this lease, The Portier House at its election may void the lease with notice and keep as damages all rents paid. This signed agreement may be cancelled in writing 30 days prior to the event with a full refund of deposits paid. Cancellations received within 30 days of the event shall be refunded less a \$100.00 cancellation fee.

_____(initial) The covenants and agreements contained herein shall be binding upon all parties hereto and upon their respective successors, heirs, executors, and administrators.

For the Archdiocese of Mobile, the Portier House

Lessee: _____

By: _____
Its Duly Authorized Agent

Title: _____

Please make checks payable to The Portier House and mail to 400 Government Street, Mobile, AL 36602.

RULES AND REGULATIONS OF *The Portier House*

- 1.) Absolutely NO SMOKING is permitted inside the Portier House. This includes caterers, florists, guests and others. Smoking is permitted in the courtyard area, ashtrays must be used.
- 2.) Open candles may not be used inside the Portier House. Only drip-less or enclosed candles may be used on the tables or on the mantles in the building.
- 3.) Children must be supervised at all times. Do not allow children to run through the house or to play on the stairs. All Guests are encouraged to use extreme caution on the stairs.
- 4.) Do not remove any furniture from the building. Antique furnishings can only be moved from their original position with the permission and supervision of the Portier House staff member. Guests should use coasters or napkins to avoid permanently marking the antique furniture.
- 5.) Birdseed and rose petals may be used outside the building only. No one may throw bird seed and rose petals while standing on the porch. Rice, confetti, serpentine, and “safe rice” may not be used. Fireworks of any kind are not to be used or brought onto the premises.
- 6.) Florists/Decorators are responsible for removing their boxed and unused materials. If arranging is done onsite, any clean up necessary from that arranging is the responsibility of the florist/decorator.
- 7.) Catering is at the discretion of the lessee. Minimal cooking but no deep frying is allowed in The Portier House. The gas stove/oven and electric warming oven may be used, as well as the refrigerator, freezer, ice machine, and commercial dishwasher. You and/or your caterer are responsible for cleaning up the kitchen after use. All items brought into the kitchen must be removed before leaving. All items borrowed from the kitchen should be cleaned and returned to their original place before leaving. Caterers must perform a walkthrough with The Portier House staff member before leaving to ensure all clean up responsibilities have been performed.
- 8.) Bars may be set up on the premises and bartenders are responsible for cleaning and removing trash from their areas at the end of the event. No alcoholic beverages may be sold. No one under the age of 21 is to consume or serve alcoholic beverages. Hard liquor must be served by a licensed bartender. Alcoholic beverages are never to be self-served, including no “bring your own events.” If alcoholic beverages are served, other non-alcoholic beverages must also be offered and food must be available. No alcoholic beverages may be served to anyone appearing to be intoxicated.
- 9.) All trash must be collected and placed outside in the city trash containers on the west side of the building.
- 10.) Musical entertainment (bands, D.J.’s) will not be allowed to play past 11:30 p.m. by city ordinance.