



MISSION STATEMENT

A focus of Grace and Holy Trinity Cathedral's mission is to serve the city. Founders' Hall and our other buildings are offered to the Kansas City metropolitan area as a ministry of outreach when the space is available and its use does not conflict with our congregation's and Diocese's ministries.

HOURS OF OPERATION

Grace and Holy Trinity Cathedral is a church, and our hours of operation are 9 a.m. to 11 p.m. Events should generally end by 11 p.m. so that clean-up can be completed and staff can leave by 11:30 p.m. (Events must be cleaned up by 9 p.m. on Saturdays.)

FEES AND PAYMENT

In general, a fee schedule will be presented after the request form is returned and the date and time are approved. Some not-for-profit organizations will receive special consideration with the fee schedule. A deposit of \$100 is generally required. You will be invoiced for the balance of your event fee 30 days prior to the event date. Payment is due on or before the event date. In the event your payment is not received within 30 days after the event you will be considered delinquent. Upon 60 days of non-payment for event charges, any future scheduled events will be cancelled and not rescheduled until the past due event charges have been settled. Grace and Holy Trinity Cathedral reserves the right to cancel any future scheduled events at any time due to delinquency and any event which may interfere with our liturgical event calendar.

EVENT REQUESTS

All requests must be submitted in writing. An Event Request Form should be filled out and a deposit made to reserve space. Rehearsal(s) as well as set-up and clean-up time must be scheduled at the same time the event is booked in order to facilitate a successful event. The delivery and pick-up of your event support materials must be scheduled as soon as the event is booked. The Cathedral is not responsible for any items stored on our property either before or after the event. All event materials must be picked up by noon of the following day. We have limited storage space, and other events take precedence. Any non-Cathedral evening group of 100+ is required, at their own cost of \$50 per hour, to have a security person that the Cathedral will hire to be responsible for facilitating proper parking procedures and safety throughout the event. The Cathedral is a smoke-free environment. Smoking is not allowed in the buildings or on the grounds.

AUDIO/VISUAL

The client is responsible for supplying/renting all audio/visual equipment and any other materials needed for their presentation/event, i.e. extension cords, tripods, risers.

CATERING & CLEANUP POLICIES

- Grace and Holy Trinity Cathedral reserves the right to approve the choice of caterer.
- Grace and Holy Trinity Cathedral, in some cases, charges a refundable security deposit.
- Grace and Holy Trinity Cathedral expects any catered event to leave the facility as clean as it was prior to event.
- Please wipe off all surfaces, sweep the floor, mop the kitchen, clean sinks, and take out trash.
- Please dispose of all liquids properly: oils in a suitable container, not in sinks or trash cans. Other liquids need to be poured into sinks, not trash cans.
- The Cathedral may hire extra janitorial staff for large events. This will result in an extra fee to the user.
- Grace and Holy Trinity Cathedral staff must approve all room set-ups. Due to tight scheduling of our buildings, Cathedral staff may need to determine the set-ups of the rooms. Also, in some cases, to clean and turn a room around for the next event may require extra staff to be hired. This will result in an extra fee to the user.
- The Cathedral does not allow signs, banners or decorations of any form to be attached to the walls. This includes "post it" paper; tape of any form; nails, push pins or screws; twine, rope, string or fishing wire; and adhesives like mounting putty.

- The Cathedral does not allow glitter, balloons, sand weights, rice, rose petals or birdseed to be used on the campus.
- Grace and Holy Trinity Cathedral promotes recycling of bottles and cans. If they are rinsed and left in boxes, we will recycle them.
- Requests to use the Cathedral's china, glasses, silverware and serving utensils will require a user fee plus a refundable deposit for possible breakage or loss. The individual group or company using the china, glasses, silverware, etc. is responsible for returning the items cleaned. Failure to do so can result in additional fees to offset the labor and cost of cleaning. It is not always possible for the Cathedral to provide this service, as our utensils may be needed for a Cathedral activity. Instructions will be provided for using the dishwasher, disposal and for general clean up.

ALCOHOL USAGE

Grace and Holy Trinity Cathedral **ALLOWS ONLY WINE, CHAMPAGNE AND BEER IN THE BOTTLE ON THE PREMISES** with permission from the Dean. *No other type of alcohol (including beer kegs) is allowed. No ice or ice bags are allowed on the floor.* At the time of scheduling, you must complete the Alcohol Beverage Request & Agreement. The Cathedral reserves the right to terminate an event if consumption is high or guests become unruly. **If alcohol is served, a non-alcoholic alternative must be provided in an equally prominent and attractive manner.**

INDEMNIFICATION AND INSURANCE

I/We the undersigned, understand that Grace and Holy Trinity Cathedral will not be held responsible for any personal injury or personal property damage or theft while using the facility unless such theft, personal injury or personal property damage is caused by the willful misconduct, acts, omissions, or negligence of Grace and Holy Trinity Cathedral, its employees, volunteers, representatives, agents or assigns. It is also understood that the facility will be left in good, clean condition and that I/we will pay for any damages incurred. Accordingly, I/we agree to defend, indemnify and hold harmless Grace and Holy Trinity Cathedral, its affiliates, vestry, employees, agents, contractors, and successors, from all and any claims, causes of action, suits, judgments, losses, damages, fines, penalties and expenses caused by or arising from my/our use of Grace and Holy Trinity Cathedral's facilities and/or space.

Furthermore, I/we agree to obtain commercial general liability insurance (on an occurrence basis) with limits satisfactory to the Dean of the Cathedral, which policy shall name Grace and Holy Trinity Cathedral as an additional insured, and I/we agree to furnish a certificate of liability insurance to the Dean of the Cathedral at least 30 days prior to the event in question.

I/we have read the above and agree to the requirements mentioned for the requested event.

Client Representative (*print name*): _____

Signature: _____ Date: _____

GHTC Representative (*print name*): _____

Signature: _____ Date: _____