**Guidelines For Use of Jackson Hall (Revised September 2023)**

**Use of Jackson Hall**

Jackson Hall may be used for both events and meetings as approved by the Rector with input from additional officers of the Vestry as needed.

Jackson Hall may be used for the following events:

1. Social events in conjunction with Grace liturgical events
2. Charitable events open to the public
3. Educational events open to the public
4. Civic Events open to the public

Jackson Hall is not available for political events, nor “for-profit” events such as shows, dinners, auctions or exhibits.

The rental fee for use shall be **$250** **per day** and is nonrefundable. A check for this amount must be included with this application. If not approved, your check will be returned. The application to request a reservation is attached.

**Proof of Insurance**

Use of Jackson Hall requires evidence of insurance by providing a *Certificate of Insurance*. Grace Episcopal Church and the Episcopal Diocese of Louisiana shall be named as additional insured, with a minimum coverage of 1,000,000 dollars.\*\*\*

**Setup**

Those reserving the facility shall be responsible for setting up for their event.  They shall also be responsible for restoring the space to its original configuration, as well as removing all trash and garbage bags from the premises.  Also, any disposable supplies such as paper plates, cups, napkins, etc. must be supplied by the host.  We do have tables, tablecloths, and chairs which may be used provided they stay on the premises.  Tablecloths should be professionally cleaned and returned promptly after the event.

**Use of Alcohol**

If alcoholic beverages are to be served, it’s required that non-alcoholic beverages are also made available.  Beer and wine may be served, provided food is served as well.  The serving of hard liquor requires the presence of at least one licensed bartender to oversee liquor consumption.

**Decorations**

Please do not affix anything to the walls, ceiling or floors.

I have read these guidelines and agree to abide by them, should my application be approved.

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(signature) (date)

Group Sponsor name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Amount:\_\_\_\_\_\_\_\_\_\_\_\_

Expected Number of Attendees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas of use requested:

|  |  |
| --- | --- |
| Request | Area |
|  | Main Hall |
|  | Kitchen |
|  | Dining Room |
|  | Parlor |
|  | Stage |
|  | Parking Lot |
|  | Cemetery |

\*\*\*Insurance Contact in the event you do not have an existing insurance carrier:

Private Event Insurance

[www.privateventinsurance.com](http://www.privateventinsurance.com)

877-723-3933