

Shannon Hall Guidelines

Contact Person: Sue Sullivan, 582-4217 (Tuesday thru Friday, 10 a.m. to 4:00 p.m.)

For Non-Parish/ School sponsored events the Archdiocese of Dubuque Special Events Coverage shall be followed.

Prior to usage:

Full amount of hall rental and security deposit (two separate checks) is due at time of completion of Facility Usage /Indemnity Agreement.

Rental Fees:

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| Parishioners - Small gatherings/meetings (under 50 people) | \$50 Rental/ \$75 Security Deposit |
| Parishioners/Family Gatherings/Weddings (under 75 people) | \$75 Rental/ \$100 Security Deposit |
| Parishioners/Family Gatherings/ Weddings (over 75 people) | \$125 Rental / \$150 Security Deposit |
| Non-Parishioners/Gatherings (under 75 people) | \$100 Rental/ \$150 Security Deposit |
| Non- Parishioners/ Gatherings (over 75 people) | \$150 Rental/ \$200 Security Deposit |

Guidelines:

Hall is subject to availability.

Beer and Wine will be the only liquor allowed. No cash bar is allowed in Shannon Hall.

No phone calls.

Bar and music must be stopped one hour prior to Mass schedule.

Evening functions must be completed by midnight.

If you are planning to use the kitchen:

1. Tell us your kitchen needs: roasters, silverware, etc.
2. No kitchen supplies will leave Shannon Hall.
3. Kitchen supplies must be left in same condition as found.

Your security deposit will be returned only if you choose to clean-up and nothing is missing or damaged.

Clean-up includes: Sweeping and mopping floors, cleaning restrooms, and trash is to be bagged, tied, and placed in dumpster. All clean-up must be finished upon completion of event. Breakage or clean-up in excess of the deposit will be charged to the renter. Decorations are to be removed and only attached with masking tape. NO CONFETTI.

Property inspection for cleanliness and damage will be completed prior to any refund of security deposit. Please report any problems to Sue Sullivan.

Funerals: There will be no charge if the funeral and / or burial of the deceased is from St. John's. Otherwise the rental fee will be the same as that for a social event.