

EAST END BOLDERS CLUB HALL RENTAL AGREEMENT

Name: _____ Event Type: _____

Phone: _____ Email: _____

Address: _____

Rental Date: _____ Rental Time: _____ Guest Count: _____

Member/Non-Member: _____ Set Up/Decor Required: _____

DJ / Band: _____ PA System Needed: _____

Caterer Name (if applicable): _____ Caterer Phone: _____

Additional Information Needed: _____

Bar Quote

Number of Kegs: Half Barrel _____ x \$225 = _____ Pony _____ x \$110 = _____

Bottles of House Wine: _____ x \$30 = _____ **Bowls of Punch:** _____ x \$30 = _____

Cases of Pop: _____ x \$ _____ = _____ **Non-Alcoholic:** _____ x \$ _____ = _____

Iced Tea: _____ x \$ _____ = _____ **Extras:** _____ = _____

Bar Quote: Subtotal: _____ + Tax (9%) _____ = _____

Rental Quote

Member Rental: Four-Hour Rental - Free **Non-Member Rental:** Four-Hour Rental @ \$250

Member/Non-Member Rental: Additional Hours _____ hours x \$50/hour = _____

Extras: _____ = _____ **Bartender:** _____ hrs x \$10/hr = _____

Rental Quote: 4-Hr Rental _____ + Extras _____ + Bartender _____ = _____

TOTAL QUOTE:

Deposit _____ + Bar _____ + Rental _____ = _____

Terms & Conditions

The hall is available for rent between the hours of 10 AM to midnight unless other arrangements are approved. Setup and clean up outside the stated hours requires approval and may incur additional charges. All events must be concluded by midnight unless other arrangements with the East End Bolder Club has been confirmed in writing. All vendors, equipment, visitors and cleaning personnel must be out of the building by the designated end time. Renter is responsible for removing all decorations and cleaning the hall after use. Any damage to the hall during the rented time frame is solely the responsibility of the renter. The East End Bolder Club reserves the right to bill the renter for any damages. Please see attached cleaning checklist for a complete list of renter responsibilities.

Hall Restrictions

1. The Hall is a NON-smoking facility.
2. No outside beverages (alcoholic or non-alcoholic) may be brought into the EEBC. All beverages must be purchased from the EEBC.
3. No nails, tacks, adhesives, glues, 3M removable fasteners, or tape can be used on the walls, floors or trusses. Damage to building will result in additional charges.
4. All decorations must be removed and the hall must be satisfactory cleaned at the end of the night. Please note: Confetti is not permitted.

Hall Rental Fee Structure

	Non-Member	Member*
Hall Rental – Weeknight or Weekend (4 hour rental)	\$350	\$150
Additional Hall Rental Hours (rate per hour)	\$50	\$50
Hall Rental Fee — Weekday (rate per hour)	\$50	\$50

Security Deposit

The Security Deposit, in the amount of \$100, is due upon signing of the rental agreement. The deposit will be able to be picked up 10 days after the event providing there is no breakage, damage, or loss to the building or its contents. (Please refer to Hall Restrictions above.)

Hall Rental Agreement

The Hall Rental Agreement must be submitted to and approved by the East End Bolders Club. For all events, we require a \$100 security deposit to book and reserve your event date. Additionally, all events must be paid in full 7 days prior to the event.

Cancellation Policy

To receive a refund of monies paid, your cancellation must be received either in writing or by phone at least 10 days prior to your event date. Thereafter, you will not be entitled a refund of any monies paid.

*6 month membership required to qualify for member price.

By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: _____ **Date:** _____

Approved: _____ **Date:** _____