



# HALL RENTAL

**POLISH AMERICAN CITIZENS CLUB, INC**

*"There are no strangers here, only friends you haven't met yet."*

INCORPORATED 1923

Today's Date: \_\_\_\_\_

**PLEASE PRINT**

RENTER: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCASION: \_\_\_\_\_ APPROX. NO. GUESTS: \_\_\_\_\_

AFFAIR DATE: \_\_\_\_\_ HOURS: \_\_\_\_\_

COMMENTS/SPECIAL REQUESTS: \_\_\_\_\_

As a renter of the Polish American Citizens Club I have read and agree to comply with all responsibilities and obligations stipulated in the rental regulations listed on the reverse side of this contract.

RENTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(PLEASE COMPLETE ALL INFORMATION ABOVE THIS LINE)

Deposit of 50% due upon signing of the contract. Balance due 30 days prior to the affair. Full payment due if party is scheduled within 30 days of the contract signing.

<b>HALL RENTAL:</b>	_____	<b>INITIALS</b>
<b>BEVERAGES:</b>	_____	
<b>SALES TAX ____ % ON RENTAL:</b>	_____	
<b>OTHER _____</b>	_____	
<b>TOTAL COST</b>	_____	
<b>LESS DEPOSIT</b>	( _____ )	_____
<b>GRATUITY</b>	_____	
<b>BALANCE DUE            (CASH OR CHECK ONLY)</b>	_____	_____

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

P.O. BOX 483, 730 NEW JERSEY AVE, LYNDHURST, NJ 07071

Telephone: (201) 438-9723

Website: LPACC.COM

Initials

RENTAL REGULATIONS

- \_\_\_\_\_ 1. Hall rental entitles the renter the use of the tables and chairs in the hall area and the coat room. The TV in the hall is to be used with sound system rental only for an additional \$25.00 + tax.
- \_\_\_\_\_ 2. Special requests for champagne, mixers, etc. should be made at time of rental or when deposit is made.
- \_\_\_\_\_ **3. Decorating is limited to 60 minutes prior to the event. Use of tape and tacks on the ceiling tiles and walls is prohibited. No confetti is to be used. Balloons must be anchored securely to avoid being entangled in the fans.**
- \_\_\_\_\_ 4. The renters may utilize any caterer/vendor of their choice. It is the renter's responsibility however, to have all equipment removed at the conclusion of the event. The club is not responsible for any items left behind.
- \_\_\_\_\_ 5. The renter must supply their own paper products, table cloths, and any other items required for their event.
- \_\_\_\_\_ 6. All activities pertaining to the affair must take place within the building. No cooking, games, or other events are allowed outside the building. Playing in the parking lot is prohibited.
- \_\_\_\_\_ 7. Children are to be supervised at all times and not permitted to run through the bar and vestibule. Children are in no way allowed at the bar.
- \_\_\_\_\_ **8. The renter is responsible for the cost to repair any damages to the club properties or replace any missing items whether accidental or deliberate. The premises are subject to inspection up to 24 hours after the affair.**
- \_\_\_\_\_ **9. The renter is responsible for the conduct of ALL guests. The bartenders have the authority to terminate a party if guests become too loud, abusive, argumentative, obscene, or damage club property. The renter is responsible for the full rental cost and any beverages consumed even in the event a party is terminated.**
- \_\_\_\_\_ 10. The consumption of alcoholic beverages outside the building is prohibited.
- \_\_\_\_\_ 11. All damages, accidents, or injuries are to be reported immediately to the bartenders. The bartenders will then initiate club protocol.
- \_\_\_\_\_ 12. The renter is responsible for ending the affair promptly after 4 hours. The renter and all guests are to leave the premises within one hour after the scheduled end of the party.
- \_\_\_\_\_ 13. The affair may be extended at the discretion of the bartenders at a cost of \$100.00 + tax for each additional hour.
- \_\_\_\_\_ 14. A band or DJ is permitted. Entertainment must not be excessively loud or vulgar.
- \_\_\_\_\_ 15. Any additional cost incurred is due in full after the final inspection of the club by the bartenders. Payments are made by either checks or cash; **credit cards are not accepted.**
- \_\_\_\_\_ 16. Any checks returned for insufficient funds will incur a \$50.00 fee to be paid by the renter.
- \_\_\_\_\_ 17. At the conclusion of the 4 hours, the renter is responsible for the removal of all garbage and recycling to be placed into the outside designated receptacles. Letting go of balloons outside is prohibited, they must be deflated and disposed of properly. All outside decorations must be removed. You must leave the hall as you found it.

**By signing below, I agree to all terms and conditions of the above contract.**

\_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature