

_____ Lodge # _____
_____ Street
_____, NJ _____

Hall Use Agreement

IT IS YOUR RESPONSIBILITY TO READ THIS CONTRACT CAREFULLY

Name: _____ Phone/Email: _____

Address: _____

City/Town: _____ State _____ Zip Code _____

Type of Occasion: _____ No. of Guest: _____

Date: _____ Hours: (from) _____ (to) _____

FULL PAYMENT IS DUE BEFORE THE START OF THE EVENT, CASH ONLY PLEASE. Set up time is 2 hours before the start of the event. Hall Use is a 4 hour affair (example 8 p.m. – 12 a.m.), with the option of additional hour(s) at the cost of \$150.00 per hour, maximum of two hours. All events must end by 2am. If the number of guest exceeds the amount stated, an increase in price will be added. Guests must exit at the end of the contracted time.

Liability: You are responsible for any actions of your guests, agents, servants or employees and for any damage to the premises caused by you or any of your guests, agents or employees. In addition you shall be solely responsible for any damage to property or injury to any person, occurring during, or arising out of the use of the hall. The Lodge assumes **no responsibility or liability** for any such damage, injury, or loss. The Lodge reserves the right to ask any person to leave in the event of improper conduct or activities, which are contrary to this contract or the rules or policies of the Lodge.

Deposit: A 25% deposit is required to reserve the date. Your deposit is **NON-REFUNDABLE** if the Hall Use is cancelled on less than 90 days' notice.

Damage Deposit: A \$100.00 deposit is required for damage to the Hall/Lodge by any host, employee, agent or guest. If there is no damage, the security deposit will be refunded. The host is responsible for any damage to the Hall/Lodge.

Damage Deposit Paid (amount): _____ Date: _____

Decorations: Host will supply their own table cloths and decorations. Decorations are **NOT TO DAMAGE THE HALL. NO TAPE OR THUMB TACKS ON THE WALLS, ONLY FUN TACK OR 3M COMMAND STRIPS ARE ALLOWED.** If decorating the Hall takes over 2 hours a fee of \$100.00 will be incurred. **NO GUM OR CANDY IS ALLOWED.**

PRICES
(4 hour hall use)

_____ Open bar \$20.00 per person
(Minimum 60 people, premium and house liquor)

_____ Tap beer, wine and soda \$14.00 per person

_____ Tab or Cash bar at Lodge prices

No one under 21 years of age will be served any alcoholic beverage. No beverages such as soda, juice or water are to be brought in from outside the Lodge. All beverages are to be purchased from the Lodge. A 10% service charge will be added to your bill if any beverage is brought in from outside the Lodge.

Security Officers: When Security Officers are hired for an affair their charge is \$100.00 per person. Number of Security Officers hired _____ @ \$100.00 per person = \$ _____

Special Request: _____

PAYMENTS

Hall Donation: _____ (4 hours)

Extra Hours _____

Certified Security Officers (+) _____

Deposit Paid (-) _____

Gratuity (+) _____

Balance Due (=) _____

If the Hall Use is booked for 4 hours and the host would like to extend the Hall Use, the decision to extend the Hall Use is up to the bartender.

Food: All food will be supplied by the host. **You are not allowed the use of the kitchen or any lodge equipment.**

XYZ LODGE# _____, INC.

(Member Signature)

Host

Date