

Irish American Home Society Inc.

132 COMMERCE ST. GLASTONBURY, CT 06033 PHONE (860)633-9691 FAX (860)633-6672

Rental Agreement

The Irish American Home Society Inc. (Lessor) located at 132 Commerce St, Glastonbury, CT, agrees to rent its :

LOWER HALL	UPPER HALL	FIELD	OTHER
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TO: Lessee Information	LESSEE CONTACT PHONE #'S
Name _____	HOME _____
Address _____	CELL _____
City _____ State _____ Zip _____	WORK _____

All Hall rentals are for a five (5) hour period which includes setup and cleanup time.
All rentals must end no later than 12 midnight Tuesday through Saturday
and 10 PM on Sundays. This is to ensure ample time to properly clean the rental area.

EVENT DETAILS	RENTAL COST BREAKDOWN
DATE _____	Hall Rental - _____ \$ _____
START TIME _____ END TIME _____	Extra Time (# hours _____ @ \$ _____ per hour) = \$ _____
REASON _____	Soda Fountain _____ \$ _____
# OF PEOPLE EXPECTED _____	Other _____ \$ _____
	Other _____ \$ _____
	Total Cost \$ _____
	\$ _____

NOTES and SPECIAL REQUESTS

***Special Requests will try to be honored by the Lessor but can not be guaranteed**

The Lessee shall pay the Lessor the sum of \$ _____ (rental/fee cost) of which
_____% deposit in the amount of \$ _____ must be paid upon signing this contract.

CANCELLATION POLICY

1. Written notice of cancellation must be received from and signed by the Lessee, no less than thirty (30) days prior to the scheduled rental date
2. Cancellations received no less than sixty (60) days prior to the scheduled rental will qualify for full deposit refund.
3. Cancellations less than sixty (60) days but more than thirty (30) days will forfeit the rental deposit.
4. Cancellations within thirty (30) days of the scheduled rental will result in forfeiture of the entire rental fee.

BALANCE DUE 30 DAYS PRIOR TO EVENT \$ _____ ON / /

Office Use Only

DEPOSIT RECEIVED:	Date _____	Amount \$ _____	Cash/Check# _____	Agent _____
BALANCE RECEIVED:	Date _____	Amount \$ _____	Cash/Check# _____	Agent _____
SECURITY RECEIVED:	Date _____	Amount \$ _____	Cash/Check# _____	Agent _____

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LEASE AGREEMENT

1. Rental will be at the discretion of the management of the Irish American Home Society Inc. Rental may be refused for good cause.
2. Rental will not be considered secure until receipt of 50% of rental fee and completed lease agreement. The balance of the rental fee must be paid at least thirty (30) days prior to the function date, or immediately if the rental date is within thirty (30) days of the function date.
3. The Lessee shall be held responsible for the actions of their guests and for any damage to the rented area and/or its equipment, fixtures and furniture.
4. Club owned property shall not be removed from the premises.
5. All alcoholic beverages **MUST** be purchased from the Irish American Home Society Inc. bar.
6. Coffee and Tea may be brought in. Soda, juice and water must be purchased from the Irish American Home Society Inc.
7. The showing of obscene movies, indecent plays, pornography or gambling in any form is strictly prohibited on the premises.
8. The American and Irish flags shall not be removed from their positions, nor shall they be covered or obscured from view for any reason.
9. Hall pictures, plaques and photographs may not be removed or obscured from view, for any reason.
10. The Lessee shall be responsible for the setup of tables and chairs for their event. Tables and chairs must be carried into position to prevent damaging the floor surfaces.
11. The Lessee will be responsible for the removal and disposal of all trash. All trash must be placed in dumpster provided.
12. The Lessee agrees to adhere to the posted policies governing the use of the kitchen facilities. Lessee must provide his or her own smallwares and utensils.

DECORATING BY LESSEE

1. Adhesive tape shall not be used to affix any decorations and/or signage to any wall surface.
2. Decorations shall not be affixed to windows, drapes, doors, light fixtures or walls.
3. Decorations, equipment or furniture shall not block access to any marked exits of the building.
4. The Lessee at the end of the rental function must remove decorations, equipment and kitchen wares, unless otherwise arranged with Lessor.
5. **NO GLITTER OR CONFETTI SHALL BE USED AS DECORATION.**
6. **ALL FOOD ITEMS MUST BE REMOVED FROM THE PREMISES AFTER THE FUNCTION HAS ENDED.**
7. Decorations, equipment and food not removed by the Lessee shall become the property of the Irish American Home Society Inc.

SPECIAL NOTATIONS

1. The Lessee shall indemnify and hold Lessor harmless from any and all claims of injuries to third parties as a result of Lessee's of premises to include but not limited to claims arising from the distribution, serving, and consumption of alcoholic beverages and shall, upon request of Lessor, provide a Certificate of Insurance.
2. The Lessee shall comply with all terms and conditions as stated in this Rental Agreement and any amendments as put forth by the Irish American Home Society Inc.

SIGNATURES

I, _____, have read, understood, and agree to comply with all terms and conditions set forth in this contract.

Signature of Lessee

Date

Irish American Home Society Inc. Agent

Date