

HALL RENTAL AGREEMENT
FUNCTION HALL AT 15 WINSLOW STREET, ARLINGTON, MA

Please sign one copy and return it to us with the deposit required and fill out any information requested.

LESSOR: Columbus Club, Inc., 15 Winslow Street, Arlington, Massachusetts 02474 (781) 648-5632

LESSEE: (Please include name, address, telephone number(s) and name of group or organization)

Name: _____

Member: _____

Name of group/organization: _____

Address: _____

Telephone #: _____

Email Address: _____

TYPE OF FUNCTION: _____

The Lessee must be specific in the description of the type of function requested (i.e. "christening", "graduation", etc.). The Lessor reserves the right to enter into rental agreements subject to review of the intended purpose of the hall rental. The Function Hall hosts organized private dining events and similar functions. The Function Hall is capable of handling catered meals and provides refrigeration and other limited kitchen facilities for Lessees. Please note: The Lessor Club does not permit wedding ceremonies to be held on the premises.

ANTICIPATED ATTENDANCE: _____. Please note that fire regulations limit attendance to 120 guests. Please note: The Lessor Club maintains a strict limitation on attendance and provides seating for each guest in attendance. The configuration of the tables and chairs at each function will remain in the sole control and discretion of the Lessor Club. Strict control of attendance, seating configuration and capacity is maintained by an on-site manager or his designee. In the interest of safety, tables may not be rearranged by the Lessee without the express written approval of the club manager and any such rearrangement must comply with, or exceed, local fire and safety regulations. Exceeding the maximum capacity will be cause for immediate termination of the function and may expose Lessee to additional penalties.

RENTAL FEE:\$ _____ **DEPOSIT:**\$ _____ **DATE** _____

Balance of rental fee is due on or before the day of the rental. In the event that the total balance is not paid at time of the of the function, the Lessor may cancel the function at their sole discretion. It is agreed that all deposits are non-refundable.

DATE AND TIMES OF RENTAL: _____ from _____. Hall must be vacated within 45 minutes of time stated on this Agreement or Lessor may take action against the Lessee, not limited to retaining Lessee's deposit. Starting and ending times will be strictly adhered to and enforced.

CANCELLATIONS: Failure to notify Club Manager of a cancellation at least 60 days prior to the rental date shall result in the Lessee being solely responsible for the total rental fee. All deposits are non-refundable. The Lessor shall have the right to terminate this Agreement and/or cancel the proposed function at any time at their sole discretion.

DECORATIONS: No decorations may be placed on walls or light fixtures. No confetti, rice or other similar substances may be thrown or distributed within the hall or lobby areas. Said substances can cause

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falls and other dangerous conditions. No open flame, smoke machines, pyrotechnics or other similar devices are permitted. All decorations, devices, enhancements, substances and/or mechanical devices of any type must be disclosed to the Lessor prior to execution of this Agreement and will be allowed only with express written permission of the Lessor. Lighting will, at all times, be within the sole control of the Lessor Club. Lighting will not be significantly low as to cause safety or maintenance concerns.

OUTSIDE AGENTS: Any caterers, florists, disc jockeys, bands or other outside agents are subject to the terms and conditions of this Agreement and are the sole responsibility of the Lessee unless otherwise stated in the Agreement. The Lessor reserves the right to control all activities of outside agents. It is strongly recommended that you confirm arrangements with outside agents and the Club Manager at least 7 days in advance of your rental. **The Lessor shall have the right to require the Lessee to hire a police detail if the Lessor, in their sole discretion, determines it necessary.** If necessary, please assign one or more members of your party to be responsible for any gifts or money that may be received during the hall rental. The Lessor assumes no responsibility for the safekeeping of such items and the bartenders and employees of the Lessor are not authorized to hold such items for safekeeping.

NAME, ADDRESS AND TELEPHONE NUMBERS OF OUTSIDE AGENTS:

LIQUOR: Bartenders and all liquor will be provided solely by the Lessor. Proof of age will be requested to purchase alcohol. No liquor may be brought into or out of the building. Lessee and guests are required to comply with all state and local liquor laws.

The Lessor and Lessee acknowledge that the Lessee and his organization, if any, will be held responsible for any damages done to the premises or property resulting from the rental. Compensation for any such damage resultant from the rental shall be promptly paid to the Lessor upon notification to the Lessee by the Club Manager.

The Lessor expressly agrees to indemnify and hold harmless the Columbus Club, Inc., the Knights of Columbus Council #109, their Board members, employees and agents from any and all liability relative to the rental.

Please feel free to contact the Club Manager at with questions or concerns regarding your rental. We will be happy to assist you in any way possible.

Lessor:
Columbus Club, INC.

Please sign and date below

Lessee:
Date: _____

Signature: _____