

NATIONAL ASSOCIATION OF NAVAL VETERANS, PORT5 – HALL RENTAL CONTRACT
69 Brewster Street Bridgeport, CT 06605 - (203) 576-9366

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

MEMBER NAME: _____ CARD No. _____

EVENT DATE: _____ TIME- FOUR HOUR INCREMENTS 12:00pm TO 11:00pm : _____ TO _____

TYPE OF EVENT: _____

NUMBER OF GUESTS (NOT TO EXCEED 100) _____ OPEN BAR _____ OR CASH BAR _____

GENERAL RENTAL FEE \$300 MEMBERS \$600, NON-MEMBERS – ALL PAYMENTS MUST BE BY CHECK OR CASH AND ALL RENTALS
REQUIRE A NON REFUNDABLE DEPOSIT OF \$100.00 AT TIME OF BOOKING

A SEPARATE \$100 OVERAGE DEPOSIT IS REQUIRED TO COVER ANY TIME OVERRUN - TO BE REFUNDED IF ALL PARTIES HAVE
DEPARTED THE HALL AT THE AGREED TIME - BALANCE OF ALL CHARGES IS DUE PRIOR TO EVENT DATE
ANY ADDITIONAL TIME (UP TO ONE HOUR) MUST BE PRE-APPROVED ONE WEEK IN-ADVANCE

SPECIAL PURCHASES: \$ _____ ITEMS: _____

						RUNNING TOTAL
HALL RENTAL \$300 / \$500	\$ _____	INITIAL DEPOSIT	\$ _____	DT ____/____/____	\$ _____	
BARTENDER \$75	\$ _____	SECOND PAYMENT	\$ _____	DT ____/____/____	\$ _____	
SODA PACKAGE \$50	\$ _____	THIRD PAYMENT	\$ _____	DT ____/____/____	\$ _____	
ADD TIME (1 HR) \$75	\$ _____	OTHER PAYMENT	\$ _____	DT ____/____/____	\$ _____	
TIME OVERAGE DEPOSIT	\$ _____					
NON-MEM SECURITY \$50	\$ _____	TOTAL PAID (PRE-EVENT)	\$ _____			
TOTAL DUE	\$ _____					

CONTRACT TERMS:

1. BARTENDER OR MONITOR WILL BE FURNISHED BY PORT 5 AND **IS REQUIRED** FOR EVERY RENTAL
2. NO ALCOHOLIC BEVERAGES, CANNABIS, OR LLEGAL DRUGS MAY BE BROUGHT ONTO PREMISES ***VIOLATION OF THIS RULE WILL RESULT IN THE EVENT BENG SHUT DOWN*** Initial _____
3. PERSON RENTING THE HALL MUST BE PRESENT AT THE EVENT AND ***MUST ENSURE COMPLIANCE WITH STATE COVID 19 MANDATES***
4. NO ALCOHOLIC BEVERAGES PERMITTED TO LEAVE PREMISES
5. PORT 5 RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE
6. NO GAMBLING PERMITTED ON PREMISES
7. NO DECORATIONS ALLOWED ON WALLS OR CEILING – NO CONFETTI OR GLITTER ALLOWED, INCLUDING BALLOONS WITH CONFETTI OR GLITTER
8. DECORATIONS MUST BE REMOVED AND HALL LEFT IN THE SAME CONDITION AS FOUND AND VACATED NO LATER THAN ONE HALF HOUR AFTER THE TIME SHOWN ABOVE
9. MEMBER/NON-MEMBER OR UNDERSIGNED WILL BE RESPOSIBLE FOR DAMAGES OR NON-PAYMENT
10. KITCHEN CANNOT BE USED FOR COOKING; ANY OUTSIDE CATERER MUST BRING THEIR OWN SUPPLIES
11. NO LEWD ENTERTAINMENT OR BEHAVIOR IS ALLOWED

THE UNDERSIGNED UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT

RENTER SIGNATURE: _____ DATE: _____

PORT 5 PERSON IN CHARGE SIGNATURE: _____