

HALL RENTAL CONTRACT

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 \$500, NON-MEMBERS – ALL PAYMENTS MUST BE BY CHECK OR CASH ONLY
ALL RENTALS REQUIRE A DEPOSIT OF \$100.00 AT TIME OF BOOKING
BALANCE OF ALL CHARGES IS DUE PRIOR TO EVENT DATE - DEPOSITS ARE NON-REFUNDABLE
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 ____/____/____	\$ _____
NON-MEM SECURITY \$50	\$ _____	TOTAL PAID (PRE-EVENT)	\$ _____		
TOTAL DUE	\$ _____				

CONTRACT TERMS:

- BARTENDER OR MONITOR WILL BE FURNISHED BY PORT 5 AND **IS REQUIRED** FOR EVERY RENTAL
NO ALCOHOLIC BEVERAGES, CANNABIS, OR LLEGAL DRUGS MAY BE BROUGHT ONTO PREMISES
VIOLATION OF THIS RULE WILL RESULT IN THE EVENT BENG IMMEDIATELY SHUT DOWN Initial _____
- PERSON RENTING THE HALL MUST BE PRESENT AT THE EVENT AND ***MUST ENSURE COMPLIANCE WITH STATE COVID 19 MANDATES***
- NO ALCOHOLIC BEVERAGES PERMITTED TO LEAVE PREMISES
- PORT 5 RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE
- NO GAMBLING PERMITTED ON PREMISES
- NO DECORATIONS ALLOWED ON WALLS OR CEILING – NO CONFETTI OR GLITTER ALLOWED, INCLUDING BALLOONS WITH CONFETTI OR GLITTER
- 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
- MEMBER/NON-MEMBER OR UNDERSIGNED WILL BE RESPOSIBLE FOR DAMAGES OR NON-PAYMENT
- KITCHEN CANNOT BE USED FOR COOKING; ANY OUTSIDE CATERER MUST BRING THEIR OWN SUPPLIES
- 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: _____