



**NIPMUC ROD AND GUN CLUB
FUNCTION HALL RENTAL AGREEMENT**

Name of Renter: _____

Date of Function: _____

Type of Function: _____

Number attending: _____

Terms Conditions and Fees

1. Hall rental agreements are accepted on a first come first serve basis. A deposit equal to half (50%) of the total fees, including special requests and kitchen fees is required to secure the date. Unless a deposit is made the hall is not secured for your function.
2. All deposits are non-refundable unless another party rents the hall for the same day as the canceled function. There are no refunds for special ordered items.
3. The balance of all hall rentals fees including special requests must be paid two (2) weeks prior to the date of the function.
4. The fee for renting the hall is **\$125.00 for club members** and **\$275.00 for non-members**. Members may rent the hall twice a year at the discounted rate. Additional rentals by members will be at full price.
5. Club members renting the hall must be present at the event in order to receive the discounted fee.
6. The function hall is available for rental during the hours of 12:00 pm to 12:00 am. Each rental is a maximum of **4 hours**. Functions that exceed four (4) hours will be charged at a fee of \$35.00 per hour.
7. Admission to the facility will be no more than two hours prior to the scheduled function.
8. There is an additional fee of \$25.00 for the use of the kitchen facilities during the function.

Beverages

9. Absolutely no outside beverages of any kind, including but not limited to alcohol, bottled water, soda, etc are permitted on the premises. Any violation in this policy will result in a charge of \$25.00 per incident and revocation of future renting privileges.
10. Complementary coffee or tea served by a vendor is permitted.

Property Damage

11. The party designated below agrees to pay Nipmuc Rod and Gun Club compensation for any damage to the property caused by any guest attending the event.

Other Provisions

- 12. The bar downstairs area is for Nipmuc Rod and Gun members only.
- 13. Violations of this contract may result in the immediate termination of the event.
- 14. Any amendments to this contract must be approved in advance by the Hall Manager.
- 15. Glitter, Confetti and decorations that adhere to the floor are strictly prohibited.

Summary of fees

Hall rental fee _____

Kitchen fee _____

Additional fees _____

Total fees _____

Deposit 50% _____

Balance due _____

Date due: _____

The undersigned acknowledge that I have read, understand, and agree to the terms of this contract.

Renter

Nipmuc Rod and Gun Club Representative

HALL PLANNING FORM

Name _____

Address _____

City _____

Telephone _____

Date of Event _____ Time _____

Type of Event _____ Attendees _____

Request (supplied) _____ Paper Table coverings _____

Additional hours \$35.00: Total _____

Special set-up request:

