



RENTAL REGULATIONS

HALL RENTAL



POLISH AMERICAN CITIZENS CLUB, INC.

INCORPORATED 1923

"There are no strangers here, only friends you haven't met yet"

Today's Date: _____

PLEASE PRINT

RENTER: _____ PHONE(____) _____

ADDRESS: _____

OCCASION: _____ APPROX. NO.GUESTS _____

AFFAIR DATE: _____ HOURS: _____

SPONSORING MEMBER: (NAME) _____

Comments/Special Requests: _____

As a renter of the Polish American Citizens Club I have read and agree to comply with all responsibilities and obligations stipulated in the Rental Regulation listed on the reverse side of this contracts.

Renter Signature: _____ Date: _____

(Please complete ALL information above this line)

HALL RENTAL: _____ Initials

BEVERAGES: _____

SALES TAX 7% ON RENTAL _____

OTHER: _____

TOTAL COST _____

LESS DEPOSIT (____) _____

BALANCE DUE _____

Approved: _____ Date: _____

Comments: _____ Rental#: _____

RENTAL REGULATIONS

1. The member rate is charged if the affair is for the member, his/her spouse, or any of their children under the age of 18.
 - a. The non-member rate is used in all other instances.
2. A member must sponsor a non-member rental.
3. The member must present a valid membership card for the current year.
4. Hall rental entitles the member/rental to use of the tables and chairs in the hall area and the coat room. The TV in the hall is not to be used.
5. All beverages (liquor, beer, wine, soda) must be purchased from the bar at the prices in effect at the time of the affair. Special requests for champagne, mixers, etc. should be made to the bar chairman 30 days prior to the affair.
6. Decorating may take place the night before, provided there are no conflicts with other rentals or club functions. Requests to decorate other than during regular club hours are limited to 90 minutes prior to the affair and must be approved by the bar chairman. Use of tape on the ceiling tiles is prohibited. Balloons must be anchored securely to avoid being entangled in fans. No confetti can be used at any time.
7. The member/renter may utilize any caterer of their choice. It is their responsibility however, to arrange pickup of caterer's equipment during regular club hours. The club is not responsible for any equipment belonging to the caterer.
8. The member/renter must supply their own table clothes, paper products, knives, forks, etc.
9. All activities pertaining to the affair must take place within the building. No cooking, games, or other events are allowed outside the building. Playing in the parking lot is prohibited.
10. Children are to refrain from running through the bar, hall or vestibule.
11. The member/renter is responsible for the cost to replace any missing/damaged utensils or to repair any damages to club properties whether accidental or deliberate. In addition, a \$25.00 surcharge will be added to the above cost to handle the repairs or replace the missing items.
12. The premises are subject to inspection up to 24 hours after the affair.
13. The member/renter is responsible for the conduct of all guests. The bartender has the authority to terminate a party if guests become too loud, abusive, argumentative, obscene, or damage club property. The member/renter is responsible for the full rental cost and any beverages consumed even in the event a party is terminated.
14. All damages, accidents, or injuries are to be reported immediately to the bartender.
15. The member/renter is responsible for ending the affair promptly after 4 hours. The bar will close 30 minutes after designed end of the party. The member/renter and all guests are to leave the premises within one hour after the designated end of the party.
16. The affair may be extended at the discretion of the bartender at a cost of \$75.00 for each additional hour.
17. A small dance band (4 pieces) or DJ is permitted. Entertainment must not be excessively loud or vulgar.
18. Payment is full is due at the conclusion of the affair
19. Any checks returned for insufficient funds will incur a \$25.00 fee to be paid by the member/renter.