

Bakersville Banquet Hall Rental Agreement

2341 West Bakersville-Edie Road, PO Box 722
Somerset, PA 15501

SUMMARY OF AGREEMENT

Rental Date _____
Date of this Agreement _____
Person(s) or Organization _____
Type of Event _____
Contact Person _____
Address _____

Daytime Phone # _____ Evening / Cell # _____
Fax Number _____ Email _____
Tental Time In _____ Time Out _____

Guarenteed Set-Up Yes No

Rental Guarantee & Cleaning Deporit Three Hundred Fifty Dollars (\$350.00) is due upon execution of this Rental Agreement. This Deposit served both to guarantee the rental and will also be held as the Cleaning and Security Deposit. The Deposit is non-refundable, with the exception of cancellation for military service. *(See Paragraph 15 regarding return of Deposit.)*

Hall Rental Fee One Thousand Dollars (\$1000.00), which is payable in full not less than sixty (60) days prior to the date of the event.
In the case of events booked on an hourly rate, the full estimated amount is due not less than sixty (60) days prior to the date of the event.

Are alcoholic beverages included? Yes No
(If alcoholic beverages are included, see Addendum A)

Is use of the Kitchen included? Yes No
(If the kitchen is included, See Addendum B)

In addition to the amounts listed above, any rental in which alcoholic beverages are provided shall require a valid certificate of insurance indicating that liability insurance in the amount of \$1,000,000 is in force, with the Bakersville VFD named as additionally insured at least fifteen (15) days prior to the event.

Banquet Hall _____ Renting Party _____

Banquet Hall Use Only

Deposit Rec'd _____ Amount _____ Insurance Certificate _____

GENERAL PROVISIONS

1. This Rental Agreement allows the Renter the use of the following areas only: Banquet Hall; Entry Foyer; Men's & Women's Lavatories. Note: Use of the kitchen is not included unless otherwise provided for herein.
2. **Parking**-On-site parking is provided for approximately 125+ vehicles with the following restrictions:
 1. No parking in front of fire doors or blocking fire lanes at any time.
 2. No parking is permitted in "Firemen only" lot.
3. **Maximum capacity is 299 persons at any time.** Violation of the seating capacity will result in suspension of the event until compliance is restored. This will be enforced in order to ensure safety of the guest and the protection of the premises as well as to comply with the PA Fire Codes.
4. **Set Up**-Wedding Receptions and other all day rentals include up to three (3) hours the day before your event between the hours of 3:00 P.M.-10:00 P.M. for set up. **This is provided there is no other scheduled activity in the Banquet Hall.** If the hall is otherwise occupied the day prior to the event, our staff will make every effort to be available as early as needed the day of the event to allow for set up.

In the event the Renter wishes to guarantee the availability of the hall for set up the day before the event, excluding Saturdays, the hall may be reserved at an hourly rate of \$40.00 based on a minimum of three hours.

5. **Opening -Finishing Times** -The staff of the Banquet Hall will work with you to accommodate your arrangements the morning of your event. That evening we do require that your event end by Midnight and that guests are off the premises by 1:00 A.M.
6. **Clean Up** -The Banquet Hall is to be cleaned and set back up with the tables and chairs set up in a banquet arrangement per the attached table plan. Two options are available: [A] The Banquet Hall can provide the cleaning listed below at an hourly rate of \$12.00 per person per hour. While the exact number of hours will vary depending on the size of the wedding, amount of food and drink consumed, etc., typically it takes from 10 -15 person hours to clean the hall, or [B] The renting party may handle its own cleaning provided cleaning meets the following criteria: "Floors swept and mopped so as to remove all food crumbs, spilled drinks, and left in a "non-sticky" condition, garbage bags removed from the premises and placed in the dumpster, table tops wet wiped and no property damage. Tables and chairs are to be replaced as show on the attached table plan" This cleaning shall be performed the next morning prior to noon, unless there is another event scheduled, in which case the hall shall be cleaned by 10:00 AM the following morning.
7. Nails, screws, thumbtacks, or permanent adhesives are not permitted. **Glitter, sparkles, foil hearts/stars, etc., and similar decorations are strictly prohibited.**

Banquet Hall _____

Renting Party _____

8. As the Renter, you will be responsible for the conduct of all guests and will be liable for any damage to the premises of its contents, including tables, chairs, fixtures, and electronic equipment if used, with the exceptions of breakdowns due to normal wear and tear. **STANDING ON CHAIRS OR SITTING/STANDING ON TABLES IS PROHIBITED.**
9. Unruly, rude or abusive behavior will not be tolerated and violators will be asked to leave or escorted off the premises if necessary. Again, this is to ensure the safety of all guests and to protect the premises.
10. The Banquet Hall will not be responsible for lost or stolen items.
11. Hourly rentals in excess of seventy-five (75) people or in excess of four (4) hours shall be charged at the daily rate. No alcohol may be included in hourly rentals.
12. Hall rental includes tables and chairs. The banquet hall is equipped with both 8' rectangular banquet style tables (approx 30 ct) and 60" round tables (approx 39 ct). Both style tables can seat eight guests.
13. Table Linens (white) are included in the Wedding Package and other all day rentals. For hourly rentals, table linens are available at an additional charge of \$2.50 per table.
14. Chinaware -A five piece china setting, including a water glass and flatware is available from the Department at a cost of \$1.50 per setting, plus the cost for set up, bussing tables, cleaning and restocking.
15. Security Deposit will be returned within 30 days following your event. The full deposit will be returned after the clean-up provisions listed in Paragraph 6 are satisfactorily completed. However, the Renter(s) remain liable for the cost of any cleaning or property damage in excess of the \$350.00 security deposit.

In consideration of the renting of the premises of Bakersville Banquet Hall to the undersigned, the undersigned hereby releases the Bakersville VFD, its officers directors, members and employees (collectively the "Department") from any and all suits, actions, compensations consequential and punitive damages, any and all property damage, personal injuries, illness, death resulting from any occurrence or accident that may occur as a result of or arise out of leasing or use of the described premises by the Renter.

The undersigned hereby agrees to indemnify, defend and hold harmless the Department against any such claims brought by any person or entity.

Renter: _____
(Print Name)

Renter: _____
(Print Name)

Sign: _____

Sign: _____

For the Banquet Hall: _____

Date: _____

Addendum (Initial each)

Addendum A – Bar Package & Liquor Policy _____

Addendum B – Kitchen Rental Agreement _____

Banquet Hall _____

Renting Party _____