

Southbridge Italian Club (ITAM)
20 North Street Southbridge, MA 01550
HALL RENTAL CONTRACT

Initials: _____

_____ DATE: _____ TIME: (4 Hours) _____

- _____ Set up day: _____ Will you hire a professional decorator? Yes / No
- _____ Clean up must start ½ hour prior to the end of the function.
- _____ Decorator/Contractee is responsible for removing all decorations on the same day/night of party.
- _____ A \$150 security deposit is required to reserve a party.
- _____ No outside beverages are allowed in the club except for juice boxes for kids parties.
- _____ Contractee is liable for anyone drinking under the age of 21. ITAM has the right of immediate termination of the party with forfeiture of all money.
- _____ If the BOD finds it necessary, security may be hired by ITAM and paid for by the Contractee.
- _____ ITAM has the right to cancel at any time, without prior notice, with all money refunded.
- _____ ITAM will furnish the amount of tables and chairs requested..
- _____ Trash receptacles and trash bags will be provided by ITAM. It is the responsibility of the contractee to put all trash in the receptacles.
- _____ ITAM will provide cleaning service prior to your function.
- _____ Contractee can request to the bartender 2 hours before end of function if they want to purchase 1 more hour at \$50. This is at the discretion of the bartender and payment must be upon request.
- _____ ITAM staff will notify contractee 30 minutes before the end of the function to begin cleanup.
- _____ ITAM policy states no use of glitter, confetti, tape, thumb tacks, or nails. It is suggested that removable mounting putty or command strips be used.
- _____ ITAM is a smoke free facility. Absolutely no smoking indoors. Outdoor areas are available.
- _____ It is the responsibility of the contractee for any damage done to the kitchen, hall or any other part of the club accessed by guests at this function.
- _____ Countertops, refrigerator, microwave, and coffee urn are included in the rental fee. No other use of the kitchen is allowed due to insurance liability.
- _____ 30 day cancellation policy for full refund of monies paid. No refund of deposit after 30 days.
- _____ A signed contract and payment in full must be completed at least **1 WEEK** before the function.

_____ Contractee Signature _____ Printed Name _____ Cell Phone Number _____

_____ ITAM Rep Signature _____ Printed Name _____ Cell Phone Number _____

Function Type: _____

Number of Guests: _____ D.J. - Yes _____ No _____

Number of Round Tables: _____ Number of Banquet Tables: _____

Fees:

Non-member rental:	\$500	Security Deposit:	\$150
Member rental:	\$250	Additional time:	\$50 per hour

Total amount for rental: \$ _____ Deposit Received: \$ _____

Cash/Check Number: _____ Date: _____

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