

**Italian Fraternal Society**

**IFS Non-Member Rental Agreement**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agree to the following rental fee and banquet room conditions of such rental.

Prior to renting the IFS facility, a certificate of insurance from your insurance carrier must be provided to the IFS for liability purposes.

The fee is $225.00 dollars for a four (4) hour rental only. An additional fee of $75.00 per hour will be charged after the initial four (4) hour rental period is over. Please make prior arrangements if you need more time than a four (4) hour rental for your party. You will be given one (1) hour prior to the event for your set up. You will also be given one (1) hour for cleaning up after the event.

Please note the bocce courts are NOT part of the rental agreement. Due to liability and insurance, please inform your guests that they are NOT allowed on the courts.

IFS will provide tables and chairs for the event.

The kitchen includes use of the refrigerator, microwave, and stove. All need to be cleaned after your use. Please note we are not a catering service, and you will need to provide your own plates, cups, utensils, foils, ICE…etc.

**Beverages** – You are allowed to bring in on premise soda and water ONLY. All beer, wine and liquor MUST be purchased through the IFS. We do have a full-service bar, that will be open and available during your event with a volunteer member here for the duration of your event. Please make prior arrangements if an OPEN BAR is to be requested.

**Decorating** – TABLES ONLY may be decorated. Please use only easy peel tape like masking tape and/or scotch tape. No duct tape or box tape allowed. Also, no use of tacks or nails. No decorations are allowed on walls, service bar, doors or ceiling, tape or otherwise. No confetti in any form is allowed; including table confetti. Please do not move around any hall fixtures (IE: Service bar, Columns, Trees, Vases…etc.) Please make anyone decorating for your party aware of the above.

**Payment** – A $50.00-dollar initial down payment is to be returned with this signed contract. The balance is due payable at least one week prior to the event. Any cancellation of your event must be given fourteen (14) days prior, or your deposit is forfeit. The person who signs the contract is responsible for all payment and any damages to IFS equipment or the facility by themselves or their guests. The renter should be in attendance until the end of the event. This includes clean up time after the party.

Name of Renter (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Renter (Sign):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_