

E. Forest Ave./Stimson Hall

Rental Agreement

Please Read Carefully

- Full deposit of \$500.00 for the East Forest location and \$250.00 for Stimson, due at time of rental booking date, is refundable within one business week after the event as long as renter is within contract agreement and hall is in same condition as when originally rented once determined by hall representative's survey assessment.
- A deposit is due when the actual event date is booked. The remaining balance is required within 14 days from the event date. This date would be _____. All charges are due in the form of cash or money order.

Maximum capacity for this hall is _____persons.

Renter must initial as acknowledgement of the following:

_____The hall may be accessed for Decoration purposes 2 hours directly before the function (totaling 6 hours for rental time, 2 for decoration and 4 for event) on the day of the event, additional time will require a fee of \$125.00 per additional hour. If you want hall access to decorate the day before the event (if available) there would be an additional charge of \$125.00 per hour.

_____Renter acknowledges responsibility for setting up tables and chairs. (Please pick up and move tables and chairs, do not drag them because this will cause scraps and carpet runs.)

_____The hall must be cleaned and vacated within 30 minutes following the finish time of the function. Your event start time is _____. Your event end time is _____. All of your decorations must be removed, all trash must be taken out, all guests are out of the building, and the property closed and locked at _____, or your Deposit will **not be refunded. This means you will need to vacate guests and be sure that everything is completed prior to leaving the building within that 30 minute time frame.**

_____Any changes to the length of the event time must be discussed and agreed upon and paid for 14 days in advance of the event. No changes or extensions in time will be allowed if not agreed upon and signed for within those 14 days. If you go past the agreed time, you will forfeit your security deposit.

_____Security is provided, however, subcontracted and this hired help works separately from the hall ownership. Hired help is not responsible for cleaning or removal of trash and therefore we ask that you do not request them to and/or pay them to clean up for you. Per this contract, the renter is responsible for all terms of the contract. Should you choose to pay someone to clean up, which will not be in the terms of hall management, the event ending time will still be maintained. Do not start the cleanup process at the end time of the event. All entertainment, decorations, clean up, trash, and guests must be out of the building no later than _____.

_____The total balance of all rental fees must be paid to the booking representative two weeks (14 days) prior to the day of the event prior to having access to decorate the hall.

_____ **The Deposit will not be refunded to the renter and additional costs could be assessed in addition to or if/and any/excessive damages occur and/or are found during/and/or after, the function. If renter cancels event for any reason after signing contract, hall management will deduct 50% from your deposit. If your event is canceled less than 14 days from the original event date, then the entire deposit will be forfeited. *You would get a full refund if unusual circumstances take place such as a pandemic, natural disaster, or unforeseen property damage and we (hall management) were to cancel your event. If the original event date is cancelled due to these circumstances and needs to be extended, it must be done 30 days prior to original contract date and will be extended for a maximum of 6 months. If this occurs, a new contract must be put in place. Extension is only good one time.**

_____ Renter agrees to only have access to the main banquet room with dance floor (unless previously discussed, see addendum) table and chairs, kitchen area (use of warmer and refrigerator ONLY), walkways, and main restrooms. All other rooms would require an EXTRA charge. Renter and all guests will not have access to **ANY** other rooms, offices, or other locked areas of the facility. Renter is responsible for every guest that comes onto the property. If after the event, locked rooms are found open, excessive soiled areas or spills on the carpet, damage to any walls, restrooms, or floors, or use of non-rented areas per this agreement, renter will forfeit full deposit.

_____ Smoking is allowed outside in designated areas only and must be at least 30 feet from any entrance or doorway. There is absolutely NO smoking of any kind inside of the building. This includes Hookah, marijuana, cigars, pipes, and/or cigarettes. If ashes or debris from any of these mentioned items are found inside the hall, deposit will be forfeited.

_____ Please be sure to double check prior to leaving the building that you have all of your supplies, décor, and personal belongings. Hall management/staff is not responsible for anything left or lost.

Kitchen Access:

_____ Renter is responsible for general clean-up of the kitchen area.

_____ Renter is responsible to bring all necessary supplies for the function such as plates, cups, 33 gallon garbage bags, etc. unless rented or specified in the contract.

_____ Forest and Stimson halls are sober facilities and do not operate under a liquor license therefore no alcohol or drugs of any kind are allowed in/on properties. Violation of this policy will result in loss of deposit and/or legal action.

_____ Renter is responsible for proper care of equipment in the kitchen area; heat boxes and refrigerators.

***Stoves and ovens for cooking are not accessible to renters, unless additional fee is paid.**

_____ Additional costs may be added for missing and/or damaged articles.

_____ **Hall management/staff is not responsible for injuries due to the use of the kitchen and/or any other equipment in/or on the property. Use at your own risk.**

_____ NO food is to be put down the sink. Please do not use the garbage disposal for food disposal. Throw away any leftover food and be sure to take it out with the garbage when you leave.

_____ Be sure to throw all trash in the dumpsters. Do not leave anything inside the building or on the ground by the dumpsters.

1. All facilities are operated under video surveillance and therefore reserve the right to view these videos for any damage or violation of hall rental policy.
 2. Security: We will and do require as well as provide our own security at all functions at all banquet hall facilities.
-

Please Read Carefully

The Forest Ave. and Stimson Banquet Halls are under New Management. Each room at the Forest location has a different rental cost, they are not all included with the rented banquet area and therefore are not used without the proper contracts. There will be no loitering in the main lobby and all your guests should remain with your party inside the banquet area, this includes children. Contracted security/staff will be located at the front desk and will be in the hall for the duration of the event.

The following items will no longer be allowed in the Halls: **Candles; Confetti; Fake Blood; Glitter; Glue; Push Pins and/or Tacks.** Decorations **cannot be hanging from the ceiling or be taped on the walls.** The following are some of the decorations that are allowed: Balloons, weights; Balloon Arches; Easels; Center Pieces; Candy Trays; cake table; Table Cloths and Chair covers.

PLEASE NOTE: During any time of the event, if any altercations and/or physical violence, smoking, or explicit behavior of any kind occurs, we (hall management) have the right to terminate the event immediately and the Security Deposit will be forfeited.

Name of Group/Renter: _____ Date of Event: _____

Type of Event: _____

Renter Address: _____

Phone Number: _____ Email: _____

Additional Contact Number: _____

Hall Location Address: _____

Rental Fee: _____ + Deposit: _____ + Additional time: _____ (hours) at _____/hour + _____ (any fees)+
kitchen rental fee _____ + high top table rental _____ = Total Rental Cost: _____

Deposit Received: _____ Date: _____ Balance Owing: _____

Balance Due Date: _____ (2 weeks/14 days prior to event date)

Balance Received: _____ Date: _____ Total/Paid in Full: _____

Signature of Renter Representative: _____ Date: _____

Signature of Hall Representative: _____ Date: _____

Forest Ave. and Stimson Banquet Hall

Rental Costs

(As of January 1, 2023)

Please Choose items needed for your event from this list:

- Refundable Deposit \$500.00 **East Forest**
- Refundable Deposit \$250.00 **Stimson**
- Additional Hourly rental \$125.00/hour
*must be agreed upon and paid with remaining balance 14 days prior to event date
- Hall Rental Fee
 - Stimson After 6:00p.m. \$1,550.00
 - Forest After 6:00p.m. \$2,250.00

*8 hours for wedding, 6 hours + 2 for set up
- Room set up fee \$100.00
- Kitchen Use Rental \$500.00 (fryer and oven)
- High Top Table Rental \$15.00/table
- Linen Rental, table cloths \$ _____/# _____ items = _____ Total rental fee

\$1050 FOR 6 HOURS (including 2 hour set up) Stimson Before 6:00p.m.

- Wedding Reception
- Baby shower
- Repast
- Meeting

\$1150.00 FOR 6 HOURS (including 2 hour set up) East Forest Before 6:00p.m.

- Wedding Reception
- Baby Shower
- Repast
- Meeting

**6 hours includes decorating, and 4 hour event time. Additional 30 minutes will be allowed for cleanup and removal of decorations, as well as exiting of vendors, both locations. Times will be listed in the contract.

** Holiday rental rates will vary based on demand/time for event.

Event Location Walk Through Survey & Agreement

Date: _____

Hall Location: _____

Time: _____

Renter Name: _____

DRMM Witness: _____

Notes: _____

(In this area, please describe anything that you find such as damage, uncleanliness, etc. that you found to exist upon your arrival during your walk through so that you will not be held responsible.)

I agree that the hall I am renting is clean, stocked, and to my satisfaction. Any areas with damage have been documented above and I agree to return it in the exact same condition as I rented it per this agreement. I understand that I will not be responsible for vacuuming the carpet, mopping the tiled areas, or cleaning the restrooms. I will remove all of my personal items, decorations, food, etc. and take out the garbage from all areas used (including restrooms & parking lot).

Renter Signature: _____

Printed Name: _____

Hall Representative Signature: _____