



Jacques Cartier Club, Inc. of Jewett City CT



Hall Rental Contract

JACQUES CARTIER CLUB, INC.
79 Wilson Street
PO Box 262
Jewett City CT 06351
860-376-9872

The Hall rental fee is \$ _____ which includes () Bartender(s) and cleanup of the hall. A deposit amount of \$ _____ is required to reserve the hall. The balance is due two weeks prior to the event. The Bartender (s) will be supplied at \$100.00 per Bartender. Any function with 130 or more guests will require Two Bartenders.

RULES AND REGULATIONS

- **THE RENTING PARTY WILL BE RESPONSIBLE FOR ANY AND ALL KITCHEN (WHEN RENTED) & HALL DAMAGES WHICH MAY RESULT IN ADDITIONAL FEES. THE DEPOSIT WILL BE LEVERAGED FIRST AND REMAINING FEES FOR REPAIRS EXCEEDING DEPOSIT WILL BE THE RESPONSIBILITY OF THE CONTRACT RENTER.**
- Kitchen includes use of stoves, refrigeration, etc. The kitchen should be mopped after use and the stove and counter tops wiped before leaving. Trash must be emptied and put in the dumpster located outside the hall. **The Jacques Cartier Club, Inc. will not be held liable for damages, in the event of injury, due to negligence on behalf of renter & cooking staff provided for hall function kitchen rental.**
- The renting party is responsible for the set-up of the Hall. Tables and chairs are included with the hall rental fee. Set up can be done at an additional cost to the renter of \$ _____ (i.e.; tables and chairs).
- The Manager must approve decorating.
- **Tape or command strips are not allowed on the painted walls.**
- Food tables must remain on hardwood floor.
- All decorations must be taken down at the end of your event unless other arrangements were made with the Hall Manager. Any items left will be placed in trash. Balloons must be removed.
- The Club does not supply dishes, cooking pans, utensils, cooking supplies or paper goods.
- The deposit fee shall be forfeited if the party is cancelled. The renting party is required to notify the Club in writing of the cancellation. If this is done and the Club rents the hall for the same day, the Club will refund all but \$100.00 of the deposit fee. If the renting party is found in violation of any of these rules, the Club has the right to end the affair and all fees will be forfeited.
- Hall rental time is not to exceed six (6) hours. Entertainment will cease no later than midnight and the band or disc jockey must be out of the hall no later than 1:00 am except on Sunday's and weekdays, your event must end by 10:00 pm. The Bartender(s) will shut down the bar 15 minutes before your function ends and will make sure everyone is out safely. You will be allowed to come in any time after 11:00 am, the day of your event to set up.
- The TV/DVD player can be used; the Renter must let the Manager know before the function. Only **Club** staff will be allowed to touch the TV's and DVD.
- Entertainment (DJ, Bands) must use the stage area where there is a Wi-Fi connection.
- The Club is not responsible for the parking lot, especially during baseball season.
- **CANDLES and FOG MACHINES are not allowed**
- The room is climate controlled. The bartender on duty will take of the heat/air conditioning
- Windows are nailed shut and can't be opened.



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*Connecticut State Statutes require that no alcoholic beverages be consumed by minors (person under 21 years old) and that no alcoholic beverages may be brought in for consumption. All alcoholic beverages and non-alcohol beverages must be purchased at the Club. If at any time that anyone is not adhering to the State laws and the rules of the Club you're at risk to have your function shut down. Only beverages purchased from the Club can be consumed on the premises. **No drinks** are allowed outside the Club facilities.*

RENTER: _____ TELEPHONE # _____

MEMBER: _____ MEMBER # _____

ADDRESS: _____

EMAIL ADDRESS: _____

DATE OF FUNCTION: _____ START OF FUNCTION: _____ TOAST: _____

TYPE OF FUNCTION: _____ NUMBER OF GUESTS: _____

RENTERS SIGNATURE: _____ DATE: _____

MANAGERS SIGNATURE: _____ DATE: _____

Karen Dupointe (860) 303-4388

DEPOSIT PAID: \$ _____ DATE: _____ BALANCE: \$ _____ DATE PAID: _____

Using House Caterer Yes ☐ No ☐

Using Outside Caterer Yes ☐ No ☐ Will Caterer be using kitchen cook Yes ☐ No ☐

Caterer Name: _____

Renter using kitchen to cook Yes ☐ No ☐ Fee and Credit Card Information collected \$ _____