

SONS OF ERIN

COLLEEN HALL RENTAL AGREEMENT

FACILITY DESCRIPTION: The air conditioned Colleen Hall holds up to 125 people seated at round tables. This capacity allows enough room for a dance floor, buffet table, and D.J. Services of a bartender are included. Tablecloths are available for a fee of \$3.00 each. **There is a fully equipped kitchen available with a \$50.00 fee. A deposit of \$200.00 is required and is refundable if kitchen is cleaned after use.** Rental hours are on a 5 hour basis. Daytime functions may run no later than 5:00 PM. Evening functions may run no later than 12:00 AM.

RULES: All rentals must be filled out by a Club member and he/she must be in attendance on the day of the event. Arrangements for booking and set-up are to be made through the Club manager at 413-562-5927. **Bookings are not confirmed until the rental agreement is completed and \$300.00 rental fee is paid in full. A \$50.00 fee will be charged for canceled events with less than 30 days notice.**

1. All alcohol must be purchased from the Sons of Erin. NO KEGS ALLOWED.
2. Positive ID is required. No minors are permitted to consume alcoholic beverages. Anyone under 21 doing so or any person purchasing alcohol for a minor will be asked to leave.
3. No decorations may be hung from the ceiling, walls, beams, or stage front.
4. You are responsible for disposing of party goods in containers and receptacles provided.
5. You are responsible for cleaning the kitchen and equipment you have used. Failure to do so results in loss of deposit.
6. NO GAMBLING OF ANY KIND IS PERMITTED.

Name _____ Phone # _____

Address _____
Street City State Zip

Event date _____ Starting time _____

Type of party _____ # of guests _____

Will you require use of kitchen? ____ (\$50 fee/\$200 refundable deposit)

Will you require a Cash Bar? ____ Open Bar? ____ No Bar? ____

Do you plan to have a Live Band? ____ D.J.? ____ No Music? ____

I have read and understand these rules and agree to abide by them.

Signature _____ Date _____

FOR SOE USE ONLY

____ \$300 Rental Fee
____ \$50 Kitchen Use Fee
____ \$200 Kitchen Cleaning Deposit (Refundable)

(Revised Dec 2014)