



Dante Club Inc.



1198 Memorial Avenue, West Springfield, MA 01089

Hall Rental Agreement

Name of person(s) renting the hall: _____

Address of rental person(s): _____

Home Phone: _____ Business Phone: _____

Type of function to be held: _____ Date of function: _____

Number of guests: _____ (NOT TO EXCEED 170 PERSONS)

Time of rental (circle one): 12:00pm – 6:00pm 6:00pm – 12:00am other: _____

Hall rental fee: _____ Kitchen fee: _____ Security Deposit: \$200.00

Rental Rules & Regulations

1. A \$100.00 deposit, to reserve the date of the function, will be paid with this signed agreement.
2. The balance of the rental fee must be paid within 14 days after this agreement has been signed by both parties.
3. The security deposit must be paid prior to the start of the function.
4. The security deposit will be refunded when inspection of the rooms and kitchen have been completed, after the function as ended.
5. The Dante Club must be notified of function cancellation 30 days prior to the date of said function or the \$100.00 deposit will be retained by the Dante Club.
6. Any abuse or damage of Dante Club property will be the sole responsibility of the person(s) named above.
7. Decorations are allowed with the exception of staples, thumbtacks, nails and glitter, etc. on the walls or tables.
8. Adequate lighting levels shall be maintained for emergency egress throughout the event. Significant "low lighting levels" will not be permitted.
9. The Dante Club does not permit stag parties or teen parties.
10. State Law prohibits any alcoholic beverages to be brought onto the Dante Club premises for consumption.
11. All alcoholic beverages for consumption will be purchased and served by the Dante Club.
12. Minors will not be served alcoholic beverages.
13. No alcoholic beverages won as door prizes, raffles, etc. can be opened or consumed on the Dante Club premises.
14. No hall rental may exceed the 170 person capacity per order of the West Springfield Fire Department.
15. Tables and chairs shall be arranged in well defined aisles to not impede easy egress.
16. The characteristics of the event referenced herein will be strictly enforced by Mr/Mrs _____, the Dante Club's on-site manager for the function listed above.
17. There are absolutely no exceptions to any of the above mentioned rules & regulations !!!!!

BY SIGNING THIS AGREEMENT YOU UNDERSTAND AND AGREE TO THE ABOVE TERMS

Deposit: _____ Date: _____ Received by: _____

Balance due: _____ Date: _____ Received by: _____

Date security deposit paid: _____ Received by: _____

Date security deposit returned: _____

Signature of Renter: _____ Date: _____

Dante Club Representative: _____ Date: _____

Thank You for Selecting the Dante Club for Your Function