

Rental Agreement of The Ballroom At Bethel

Lessor: Renzi's Catering & The Ballroom At Bethel

Lessee: _____

Lessee's Telephone Number: **Home:** _____
 Cell Phone or Work: _____
 Email: _____

Date of Event: _____ **Type of Event:** _____
Time Event Begins: _____ **Time Event Ends:** _____ **Approx. # of Guests:** _____
Rental Amount: _____ **Deposit Requested:** _____ **Security Deposit:** _____

WITNESSETH that for and in consideration of the covenants and agreements herein contained, Lessee does hereby lease from the Lessor, The Ballroom at Bethel and Renzi's Catering the conditions hereinafter set forth.

1. Lessee acknowledges that he/she is familiar with and understands the rules and regulations of the Ballroom at Bethel and agrees to be responsible for all guests in attendance observing all of the rules and regulations of Lessor. Lessee further agrees that he/she will be in attendance at the function and supervise and require Lessee's guests to adhere to the rules and regulations.
2. It will be the responsibility of Lessee to inspect the Ballroom before the affair to determine that the condition of the building meets Lessee's requirements and to assure the sage protection of all persons using the building by acquainting himself/herself with the fire exits, emergency lighting systems, building occupancy standards and lavatory facilities. Lessee's use of the leased premises shall be deemed to be a waiver of any defects or conditions existing on the leased property and Lessee's assumption of responsibility to warn and protect Lessee and the Lessee's guests from any defects or conditions on the leased premises. Lessor assumes no responsibility for Lessee or guests using facility.
3. Along with this signed contract between Renzi's Catering and the Lessee, the full hall rental is required. If cancellation is made by the Lessee; under no circumstances will the lessor make a refund. However, Lessee has the option to apply forfeited deposit to another available date within one year.
4. In the event that your affair must be cancelled by the Lessor due to fire, acts of God or any other unforeseen circumstances, all monies on deposit will be returned and neither Renzi's Catering nor The Ballroom at Bethel will have any further obligations.
5. Lessee agrees to pay for any damages to the Ballroom caused by guests at said affair.
6. Lessee agrees that any bartender who is an employee of Renzi's Catering retains the right to cut off or flag any guest from the bar (as a result of having too much to drink) at any time. The bartender also retains the right to card anyone who appears to be under the age of 25 years old and to not allow anyone who appears underage or who doesn't have valid identification to be served alcoholic beverages.

Please Initial

- The Lessee understands that they will provide all alcoholic beverages and it is their responsibility for guests' actions due to excessive consumption of alcoholic beverages. Beer in kegs is NOT permitted. They are also responsible to not allow anyone under the age of 21 to consume any alcoholic beverages. It is the responsibility of the Lessee to not allow anyone who is under the influence of alcohol to drive after the said affair.
7. Lessee agrees that the maximum capacity of the ballroom is one hundred and seventy guests by order of the fire marshal and at no time should the ballroom exceed this amount of persons.
 8. No decorations should be fastened to the walls, mirrors or ceiling unless agreed upon by an agent of Renzi's Catering.
 9. No smoking is permitted in the building.
 10. All loud music must stop by 11:30 pm.
 11. Lessee shall be responsible for security to protect persons and property. If, during the function for which this agreement applies, any local, state or federal laws or ordinances, including ordinances prohibiting disorderly conduct, are being violated by Lessee or guests the Lessor may require that premises be immediately vacated and Lessee will not be entitled to a refund or any portion of the rent paid. Violations of these provisions may prohibit Lessee from being granted future use, as well as cancellation of existing agreement for future dates.
 12. Lessor is not responsible for vehicles, personal property or any nature, or any other items brought onto the property. Lessee assumes responsibility at all times for any vehicle, personal property of any nature or any other items brought onto the property.
 13. Lessee hereby releases Lessor from all responsibility and assumes all liability in any action for damages, which may arise from any kind of injury to anyone, or damage to property by and on account of the use or misuse of the leased premises.
 14. Final head count is due 3 days prior to your affair. Final payment is due the day of your affair. Final food selections are due at least 10 days prior to your affair and can be emailed to Renziscatering@comcast.net.

15. Please initial the highlighted items as well as the following stipulations.

_____ Customer may come in no earlier than one hour before the scheduled function time to decorate. Any additional time requested will be at the hourly rental cost. We allow thirty minutes at the end of your event for guests to leave the premises. The usual rental fee of \$125 per hour will apply after the first thirty minutes.

_____ Doors are kept locked until 15 minutes before the contracted scheduled guests' arrival time. We have no restaurant, lounge or lobby for guests to wait if they arrive earlier and the ballroom will not be available until the 15 minutes prior.

_____ We ask that nothing be affixed to the walls and mirrors unless it is discussed with our representative in advance of the function. Decorations, such as balloons, may be placed on the guests' tables as well as the service tables.

_____ If you will be providing anything such as centerpieces, place cards, favors, balloons, pictures, stereo equipment, beer, wine, liquor, etc., please advise our representative in advance. We should also be advised of any deliveries being made to the ballroom.

_____ NO shredded paper or confetti type decorations are permitted. (A \$50 clean up charge will be charged if tables and floor are strewn with litter.)

_____ For insurance purpose guests are not permitted in the kitchen. Please knock on the "Employees Only" door and someone will come to your assistance.

As mentioned above it is imperative that we be advised of anything that you are bringing or having delivered to the ballroom. This will allow us to have the proper equipment and the time that we may need to accommodate you. If changes or requests are made at the time of the function we reserve the right to deny them or fulfill them after our contracted services have been performed. You can call John at (610)348-5603 to make arrangements to drop something off for your affair.

I have read this document and initialed the above and fully agree to all of its contents.

Lessee: _____ Date: _____
(Signature)

_____ Date of Event: _____
(Printed Name)

Visa ___ Master Card ___ Acct No. _____ Exp. Date _____

Final head count and menu selections due: _____

Final Payment due: _____

**Mail To:
Renzi's Catering
PO Box 2171
Boothwyn, Pa 19061**