

# Hall Usage Agreement

## Order Sons and Daughters of Italy

*Gabriele D'Annunzio Lodge #321*

2984 Hamburg Street, Schenectady, New York 12303

1. The Gabriele D'Annunzio Lodge #321 is the sole provider of the hall and all bar service.
2. The rental of this Lodge Hall may be done only by or through a member in good-standing\*. Said member **will:** 1) sign this agreement, 2) be present the ENTIRE time of the event (this includes setup and teardown), 3) be held liable for any and all damage done by those persons attending the function.
3. Caterers must provide a certificate of Insurance prior to the event. We assume no responsibility for the quality of the food brought into the hall.
4. All food brought into the Lodge must be removed at the conclusion of the event.
5. Ovens are available for **WARMING PREPARED** foods. **Cooking is NOT permitted.**
6. **ALL BEVERAGES; ALCOHOLIC AND NON-ALCOHOLIC, must be purchased through this Lodge. Alcoholic beverages, in an open container, may not be carried out of the Lodge.**
7. You may request the Lodge to include a Sparkling Beverage for your function. No other special beverages will be allowed. You must specify the number of bottles you wish and you will be required to pay for, and remove all unopened bottles.
8. Unlawful acts, including drinking by persons under 21 years of age, are **NOT** permitted and those engaged in such activity will be asked to leave the premises.
9. The use of tape, thumbtacks, nails, etc. is **NOT** permitted on the walls. Tape may be used on the wood fascia located along the overhang each side of the hall. **Please remove your tape.**
10. A ONE HUNDRED FIFTY (\$150.00) dollar refundable SECURITY deposit is required at the time of this agreement. Please submit this deposit in the form of a personal check payable to the Sons of Italy #321. Failure to notify us of your intent to cancel this agreement, at least two (2) weeks prior to the event, any infraction of this agreement or addendum, or failure to return the hall to the condition it was received, will forfeit its return.
11. Hall Rental; covers a period of six (6hrs) hours which includes time for **set up, decorating and clean up.**
12. These moneys are due **NO LESS THAN** two weeks prior to the event. Donation
  - a. Large Room (not including balcony) Max Capacity: 140 people.....\$325.00**Both rooms may NOT be rented concurrently**
  - b. Renter accepts responsibility for reimbursing Lodge #321 for additional costs.
  - c. For damage repair exceeding the one-hundred fifty-dollar (\$150) security/  
Damage Deposit.**OPTIONAL COSTS:**
  - d. Use 'Range ovens' for **warming only** ... You may not use burners..... \$25.00
  - e. One additional hour or part there-of, paid directly to the bar tender.....\$50.00

13. Event Information:

a. Person booking event: \_\_\_\_\_ Date: \_\_\_\_\_

b. Person's Phone number: \_\_\_\_\_

c. Nature of function: \_\_\_\_\_ Number Expected: \_\_\_\_\_

**(Reception, Shower/Graduation/Birthday)**

d. Date of Event: \_\_\_\_\_ Time (from/to) of Event: \_\_\_\_\_

e. Time needed: Setup: \_\_\_\_\_ Event: \_\_\_\_\_

f. Hall **MUST BE CLEANED AND VACATED BY NO LATER THAN 11:00 P.M.**

g. **Renter's signature:** \_\_\_\_\_

14. Name of sponsoring member: \_\_\_\_\_ Date \_\_\_\_\_

15. Member's phone number: \_\_\_\_\_

16. Member's signature: \_\_\_\_\_

A Lodge Representative may call you approximately five (5) days prior to the event for final arrangements

\*Good standing: A member who's dues are fully paid for the current year.