

FULL CONTRACT

You, as the renter must read the contract in full and sign. A copy will be provided to you. All rental regulations must be adhered to or you could forfeit all or some of your security deposit.

1. The cost of a Full rental is \$500.00 for up to 12 hours. Checks should be made out to the Newfield Terrace Community Action Organization (N.T.C.A.O.). This fee covers the use of the kitchen—refrigerator and stove; and the hall - tables and chairs in the facility.
2. The hall may be rented between the hours of 10 a.m. and 12:00 a.m. (midnight). Your reservation will include up to 12 hours in the building, including preparation, event time, and cleanup. Additional hours are available (if scheduling permits) at \$50 per hour.
3. A security deposit of \$100.00 is required at the time of booking. The deposit will be returned after the hall is thoroughly checked for damages.
4. The security deposit cannot be used to cover the cost of the rental.
5. **The entire rental fee (\$500.00 + the \$100 security deposit) is due prior to the start of the event. If paying by check, payment must be received at least 3 days prior to rental. Otherwise, payment must be made in cash. Checks will not be accepted less than 3 days prior to rental.**
6. Should you decide to cancel seven (7) or more days after signing the contract a \$50.00 fee will be deducted from your deposit.
7. Hall occupancy is based on a maximum of 125 people. Do not exceed this limit.
8. If alcoholic beverages are served, renter assumes all responsibility for all persons served.
9. Renter must be at least 21 years of age.

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10. Renter shall be responsible for all damage to the Community Center or its contents resulting from its use under this contract, and shall return the premises in the same condition as it existed prior to use. This includes but not limited to, the floor, kitchen, outside grounds, and all property pertaining to use of the Community Center.
11. Nothing can be fastened to the ceiling tiles, floors, or walls without permission of the N.T.C.A.O Board of Directors.
12. All trash on tables and the floor must be picked up and disposed of in trash bags. The glass must be kept separate from other trash.
13. **Failure to pick up the trash or to adhere to the recycling policy will result in a fee of \$30.00 that will be subtracted from your security deposit. If you use a caterer for your affair, you are to make sure they adhere to the clean-up and trash recycling policy.**
14. Bags should be tied and placed in green containers (these will be presented to you during the walk around).
15. Do not drive over the grass to load or unload food or other items. Park only in the parking lot.
16. Damages will be deducted from the deposit – this may include parts and servicing. If damage exceeds the deposit, the renter will be billed for the additional repairs. If legal action must be taken, the person signing the contract is responsible to pay all legal fees.
17. N.T.C.A.O. assumes the right to deny or approve rental.
18. N.T.C.A.O. assumes no responsibility for Acts of God—situations beyond our control.

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Things You May Need To Bring

- ✓ Pots and Pans for cooking
- ✓ Aluminum foil
- ✓ Serving spoons/forks/knives
- ✓ Serving bowls
- ✓ Napkins
- ✓ Coffee/Tea
- ✓ Dishwashing liquid
- ✓ Dish cloth/towel
- ✓ Bags/boxes to store return items
- ✓ Extra tables

Close Out Checklist

- Check the gas stove. Make sure all burners are turned off and no food is left in the oven.
- Check the refrigerator. Take all leftovers out.
- Bathroom lights are on a sensor. Make sure the slider is in the center position before you leave the building.
- All trash must be recycled, put in trash bags, tied and put in containers outside.
- Sweep all food and trash off the floor and clean tables.
- Spot mop any spills.
- Do not stack the chairs or move the tables when you sweep. Place the chairs upside down on the tables.
- Check all doors and make sure they are locked before you leave.
- If you have any problems, call one of the Board members. The names and phone numbers are listed on a flyer in the kitchen.



NEWFIELD TERRACE COMMUNITY ACTION ORGANIZATION

FULL CONTRACT

By signing below I hereby accept full responsibility for property damage or personal injury arising out of its use of the Community Center. Renter agrees to indemnify the Newfield Terrace Community Action Organization and its board members of any liability for this event or actions of event guests.

Today's Date _____ Date of Event _____

Time of Event _____ am / pm to _____ am / pm Total # of Hours _____

Renter's Signature _____

Renter's Address _____

Renter's Phone Number _____

Board Member's Signature _____

Deposit Paid _____

Additional Hours @ \$50/hr _____

Rental Paid \$ _____

Rental Due \$ _____

Comments:

