

**The Glen Rock Athletic Club  
221 Main Street, Glen Rock, NJ07452  
201.652.9807**

**NON - MEMBER  
HALL RENTAL AGREEMENT**

In the following agreement the Glen Rock Athletic Club shall be known as the "GRAC" and the group/individual renting the hall will be known as the "Tenant".

1) I/We the tenant: \_\_\_\_\_, do hereby request to rent the GRAC hall on:

RENTAL DATE: \_\_\_\_\_, 20 \_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_ (5 hours included in base fee)

2) The purpose and intended use of the facility will be: \_\_\_\_\_

3) The total estimated number of individuals attending this function will be \_\_\_\_\_. I/We the tenant agree that the above number will not exceed 80 people, which is the posted capacity of the hall.

Hall Rental Base Rate	\$ 500.00	5 Hours
Additional Hours		\$100 each additional hour
Bartender Fee		\$100 (required if serving alcohol)
Patio Reservation		\$250.00
Additional Items		High top tables \$10 each
Security Deposit	\$ 200.00	(separate \$200 check preferred – will be ripped up if not needed)
<b>TOTAL RENTAL</b>		<u>Payable in full at time of booking.</u>
		Date Paid:
		By: check cash credit
Security Refunded		Date refunded:

I have read the following agreement and agree to abide by all the conditions and policies and also verify that the information provided by me is accurate.

Today's Date: \_\_\_\_\_

Tenant Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

GRAC Member Approval: \_\_\_\_\_ Date \_\_\_\_\_

- ✓ Please read, understand and **check off** all statements.

**Fees, Deposit, Security and Cancellation Policy:**

- For non-members, the hall rental fee is \$475 for up to a 5-hour event. Each additional hour is \$50. Certain holidays and the day before and after certain holidays may require a premium to be paid for the hall rental. We do not rent the hall for Sweet 16 or bachelor/bachelorette parties. Hall rental fees may be paid by cash, check or credit card.
- If you are serving alcohol, NJ State law requires us provide a bartender at a cost of \$75 per 5-hour booking.
- The total hall rental fee, along with a \$200 security deposit and the bartender fee (if applicable) must be paid in full at time of booking by cash or check. No date is considered booked until the total payment is received.
- Tenant will pay \$25 for any check returned for insufficient funds.
- Refunds are only available for cancellations prior to 4 weeks from the event. Otherwise, all bookings are final. The security deposit is refundable.*
- The use of the downstairs game room, bar and kitchen is not included in this agreement.
- Tables have a locking bracket that must be engaged to prevent the table from collapsing
- Set-up is allowed at least 1 hour before the event start time at no additional cost and depends upon GRAC opening hours and the possibility of back-to-back events.

**The tenant also agrees to the following and failure to comply will result in the forfeiture of part of all of the security deposit:**

- No smoking is permitted in any part of the building. An appropriate cigarette butt container is in place outside the main door and cigarette butts must be disposed of properly.
- No person under the age of 21 will be served any form of alcoholic beverage and the tenant is responsible if any of their guests provide any person under the age of 21 an alcoholic beverage.
- No illegal drugs are permitted in any part of the building or on the grounds. Proper authorities will be notified if drug use is suspected.
- GRAC members may periodically inspect upstairs during an event.
- The tenant takes full responsibility and is liable for the welfare of all persons during and leaving the event and will not hold the GRAC liable for any injuries or incidents whatsoever.
- The hall must be returned to the same condition as when it was taken. Tenant is responsible for breakdown of all tables and chairs, removal of all decorations and debris on the floors and outside grounds. All trash bins must be emptied, and trash bags placed in the dumpster located at the side of the hall. The bar area must be clean and dry. Failure to do so will result in a \$50 additional cleaning fee deducted from security deposit.
- Floors must be protected from scratches. Tables, chairs or anything else that does not have wheels, must not be dragged across the floor.
- Tenant must remove all personal belongings, decorations and other items immediately after the event.
- All evening functions must end with sufficient time to clean-up and vacate before the hall closes.
  - o Sunday – Thursday the hall closes at 11PM
  - o Friday & Saturday the hall closes at 1AM
- The GRAC is not responsible for lost or stolen articles of event attendees.
- Event attendees are not permitted in the downstairs bar/game room.
- No animals, except service dogs, are allowed in the hall.
- Tenant will protect, indemnify and save GRAC, its shareholders, employees, officers, directors, agents and their respective successors and assigns harmless from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorney's fees and expenses) imposed upon, incurred by or asserted against GRAC by reason of (a) any accident, injury to or death of persons or loss of or damage to property occurring on or about the Premises or any part thereof or the adjoining properties, sidewalks, curbs, streets or ways, or resulting from an act or omission of Tenant or anyone claiming by, through or under Tenant; (b) any failure on the part of Tenant to perform or comply with any of the terms of this agreement or any other agreements affecting the Premises; (c) the use, occupation, condition, or operation of the Premises or any part thereof; or (d) performance of any labor or services or the furnishing of any materials or other property in respect of the Premises or any part thereof. In case any action, suit or proceeding is brought against GRAC by reason of any such occurrence, Tenant will, at Tenants sole expense, resist and defend such action, suit or proceeding, or cause the same to be resisted and defended with counsel acceptable to GRAC. Notwithstanding the foregoing, Tenant shall not be responsible for the gross negligence and willful misconduct of GRAC, or its employees: (a) resulting in any accident, injury to or death of persons or loss of or damage to property occurring on or

about the Premises or any part thereof or the adjoining properties, sidewalks, curbs, streets or ways; and (b) with respect to the performance of any labor or services or the furnishing of any materials or other property in respect of the Premises or any part thereof.

***Set-Up and Decoration Policy:***

If you are having other individuals decorate, you must advise them of our strict policy.

- Tacks, pins, staples, nails and most tapes are not permitted on the walls or ceiling! 3M Command Strips and Scotch Poster Tape are allowed to hang decorations. Upon inspection, if walls are damaged, charges for damages will be taken from the security deposit.
- No confetti (including table confetti), rice, glitter products or spray crazy strings are allowed inside or outside the hall. If found to be used additional cleaning fees will be deducted from the security deposit.
- All decorations must be fire retardant.
- Tenant is responsible for setting up tables and chairs.
- Tenant provides tablecloths, cutlery, cups, glasses or other party supplies.
- Round tables require 84" tablecloths.
- High top tables are available to rent at \$10.00 each. If damaged replacement cost is \$100 per table.

***Alcohol Policy***

- The tenant may bring their own alcohol to be served at the event.
- Beer kegs must be placed in a plastic trash bag then placed in the tub provided by the GRAC or tenant.
- Tenant is responsible for ice. No ice is provided.
- A GRAC Member bartender is required if any type of alcohol is to be served at the cost of \$75. If an event runs over the original time estimate an additional fee will be deducted from the deposit.

***Music Policy***

As the GRAC is in a residential neighborhood, our policy is strictly enforced.

- Sunday – Thursday: Music must end at 9PM. Hall closes at 11PM.
- Friday & Saturday: Music must end at 11PM. Hall closes at 1AM.