

The Whaler Banquet & Conference Center

500 Hathaway Rd. New Bedford, MA 02740 | (508) 997-1231 | Whalerevents@gmail.com

Room Rental Agreement (Space-Only Lease)

This agreement governs the private rental of space only at The Whaler Banquet & Conference Center.

Room Setup & Equipment Requirements

Important: All seating arrangements, payments, and event setup details must be finalized no later than **fourteen (14) days prior to the event date**. Any requests for additional tables, chairs, setup modifications, or special arrangements submitted after this 14-day deadline may incur additional fees at the discretion of the Event Coordinator.

Table Type	Capacity / Intended Use	Quantity Requested
Round Tables	Seats up to 8 guests	_____ tables
Rectangle Tables	Seats up to 10 guests or buffet tables	_____ tables

Special Setup Instructions:

Outside Items & Quantity of Food Pans:

Please list all outside items, equipment, and warmers/pans you will be bringing into the hall. These are the only items that should be allowed in. If you're using a company to decorate, please include their information.

Facility Rules & Regulations

- **No Outside Alcohol or Beverages:** In accordance with Massachusetts state liquor laws, absolutely no outside alcohol or outside beverages are permitted on the premises. All beverages must be purchased and served strictly through our establishment.
- **Decorating Guidelines:** Push pins, nails, and adhesive tape are strictly prohibited on walls and ceilings. Free-standing and magnetic decorations are permitted.
- **Prohibited Items:** Confetti (including confetti-filled balloons), bouncy houses, ball pits, helium tanks (fire hazard), and smoke/fog machines are strictly prohibited inside the event room. Additional cleaning or restoration fees will be assessed if prohibited items are used, or you may be asked to vacate the room without refund.
- **Smoking Policy:** No smoking or vaping inside the building. All smoking materials must be disposed of outdoors at least 10 feet away from any building entrance.
- **Minor Supervision:** Children and minors must remain under continuous adult supervision at all times and must not be left unattended in the building.
- **Stacking Requirement:** Chairs must be stacked no more than eight (8) chairs high.
- **Sweet Sixteens Policy:** In strict compliance with local New Bedford regulations for private events, Sweet 16 parties are not permitted at The Whaler Inn. If an event is identified as a Sweet 16 (indicated by "Sweet 16" decorations) or if minors outnumber adults, guests may be required to vacate the premises immediately without a refund.
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This Temporary Lease Agreement ("Agreement") is entered into between The Whaler Inn & Suites, located at 500 Hathaway Rd., New Bedford, MA, and the "Tenant" (Renter):

- **Space-Only Lease:** Tenant understands this agreement covers the rental of space only for private gatherings.
- **Security Deposit Terms:** A \$200.00 deposit is required at booking to secure the date and is non-refundable upon cancellation. For renters selecting self-cleanup, a \$100.00 refund will be issued following a satisfactory inspection of the event space. Failure to adhere to these policies will result in forfeiture of the entire deposit.
- **Security Detail:** Tenant agrees to provide, at its own expense, licensed police protection if deemed necessary by Whaler management. This is discussed upon booking with additional fees if security is provided through the Whaler Inn.
- **Liability & Property Loss:** The Whaler is not responsible for the loss or theft of any personal property, and Tenant assumes all risk for safeguarding belongings. The Whaler is not liable for any injuries sustained on the premises. Tenant agrees to fully reimburse The Whaler for any physical damage or loss caused by Tenant or their guests.
- **Compliance:** Tenant agrees to comply with all rules, policies, municipal ordinances, and instructions from Whaler staff. Non-compliance may result in immediate termination of the event and forfeiture of all fees and deposits.

Option	Details & Terms
☐ Self-Cleanup (\$100 Deposit Refund Eligible)	The Renter assumes full responsibility for thoroughly cleaning the hall. All outside food, personal property, and decorations must be removed. All trash must be bagged, tied, and disposed of. Tables and chairs must be wiped clean, and chairs restacked no more than eight (8) high. Upon satisfactory inspection by venue staff, \$100.00 of your deposit will be refunded. If the room is not returned to its original condition, the entire deposit will be forfeited.
☐ Whaler Staff Cleanup (\$300 Flat Service Fee)	Take your gifts and personal items, and let our facility staff handle the breakdown, sweeping, trash removal, and sanitization. The \$300.00 staff cleanup fee will be added directly to your room rental balance.

Important Notice & Deadlines: All event details, including setup arrangements, table/chair requests, seating layouts, and full payments, must be completed at least **fourteen (14) days prior to the event date**.

Late Changes & Payment Terms: Any modifications, additions, or setup requests submitted after the 14-day deadline are subject to supplemental fees at the Event Coordinator's discretion. Furthermore, failure to pay the full balance by the 14-day cutoff will incur a 10% late fee and may result in cancellation of the event without a refund of any prior payments.

Agreement & Authorization

Your signature confirms that you have read, understand, and agree to abide by all policies, rules, and expectations set forth in this Rental Agreement.

Signature of Renter: _____

Date: _____

Printed Full Name: _____

Renter & Event Details	
Individual Responsible for Rental:	_____
Phone Number:	_____
Email Address:	_____
Purpose of Use / Type of Event:	_____
Date & Time of Rental:	Date: _____ Time: _____ to _____
Estimated Number of Guests:	_____
Room Rental Rate:	\$ _____
Deposit Amount & Date Paid:	\$200.00 Date: _____
Final Payment Date & Amount	_____

Deposit Amount Collected: \$200.00 Date: _____	Cleaning Option Selected: [☐] Self-Clean [☐] Staff (\$300)
Inspection Status: [☐] Approved [☐] Incomplete / Forfeited	\$100.00 Refund Issued: [☐] Yes [☐] N/A Staff Initials: _____