

GFWC PORTSMOUTH WOMEN'S CITY CLUB

375 Middle Street, Portsmouth, NH 03801

603-436-1228



FUNCTION HALL AGREEMENT

Name of Lessee responsible for payment _____

Address _____ Cell _____

City _____ State _____ Home Phone # _____

Email address _____

Non Profit Tax ID # (proof required)

Type of Function _____

Date of Function _____ Hours from _____ to _____

Day #2 if applicable _____

Number of Guests (max is 70 people) _____

Total Agreed Costs _____

Deposit (\$50.00 to hold date): _____ Date Received _____

Security Deposit (\$200.00): _____ Date Received _____

Is alcohol being served? _____ * This requires a host liquor event policy naming the GFWC Portsmouth Women's City Club as an additional named insured per endorsement.

*Please make checks payable to: GFWC Portsmouth Women's City Club and mail the check to **Joyce Tucker, 37 B Towle Ave, Hampton, NH 03842** along with a signed copy of the lease agreement. A charge of \$35.00 (per check) will be assessed to the Lessee for any returned checks.*

Security Deposit will be refunded within 10 days of event provided the function hall is returned to its original condition.

Included in the rental fee:

- (1) Lessee may use the GFWC Portsmouth Women's City Club (the Lessor) tables, chairs and projector screen.

Tables:

8 Card tables (34" x 34")

11 Six foot tables

1 Eight foot table

Chairs:

14 "Non" Folding black chairs

49 Folding tan color chairs

22 Folding black chairs

6 Folding chairs grey & black chairs

1 Projector Screen

- (2) The function hall consists of two function rooms and a powder room. Use of any other portions of the building, other than the function hall and the kitchen (**Lessee's refrigerator is located in the basement**) is prohibited.
- (3) **A half-day event is 4 hours and a full-day event is 4 to 8 hours, which includes set up and clean up. Please note that we have tenants in the house, and our goal is to not disturb them in any way.**

Responsibilities of Lessee (and Catering Company hired by Lessee)

- (1) Supply all linens, dishes, silverware and cleaning materials.
- (2) Sweep floors, clean countertops and tables when leaving.
- (3) Return all tables and chairs to their original locations; tables folded down and chairs stacked in the closet(s)
- (4) Alcohol may be served up until 9:00 PM. Alcohol may not be sold.
- (5) Music is to conclude by 9:00 PM
- (6) All guests and the lessee are to vacate at 10:00 PM (no exceptions)
- (7) All rubbish, equipment and other items brought into the function hall are to be removed from the premises following the event.
- (8) Please do not arrive at the premises earlier than the agreed time.
- (9) Adhere to all rules stated below:

Rules to Follow:

1. In case of fire please dial 911 and contact the Lessor immediately. In case of injury, please contact the Lessor coordinator immediately **after** seeking medical attention.
2. Lessee accepts sole responsibility for all guests present at their event.
3. Fire safety codes shall be observed.
4. No animals are allowed on the premises unless they are certified therapy or service animals and with prior notification of the Lessor prior to the event. If any damages occur by said animals, Lessee will be responsible.
5. This agreement may not be assigned or sublet.
6. The \$50.00 deposit shall not be refunded if the rental is cancelled, unless 10 days notice is given.
7. Full Rental Fee is due within two weeks of the event.
8. The Lessor must be notified in writing if an event is being cancelled.
9. Lessee must furnish the name of the caterer (if used) and next day contact person prior to the function. All Lessee's personal and rental property from third parties shall be removed from the building by the end of the event by the lessee. The Lessor shall not be responsible for any property left in the building after the rental period and articles will be disposed of after two weeks.
10. All rubbish, equipment and other items brought to the function hall are to be removed from the premises following the event.
11. No property of the Lessor shall be removed or destroyed.
12. No smoking is allowed anywhere on or about the premises.
13. No open flames are allowed. This includes all candles unless battery operated. Fireworks or sparklers similarly are not allowed.
14. No rice, confetti, bird seeds, silk or plastic flowers shall be distributed outside the building.
15. No nails, tacks, hooks, screws, staples, glue, 3M of any kind may be used.
16. No tape can be attached to any wall, floor, ceilings or doors to the building or anywhere outside the building.
17. Inflatables, tents, canopies or structures of any kind cannot be placed anywhere on the premises without prior approval.
18. No unlawful drugs shall be brought onto the premises.
19. If alcoholic beverages are brought onto the premises, Lessee assumes full responsibility for complying with all City, County, State and Federal laws governing same and assumes full liability for any consequences which may result from its use and in accordance with the indemnity provisions contained in this contract.

Indemnification and insurance requirements:

Lessee must maintain in full force a fully paid policy of commercial/comprehensive general liability insurance for any personal or bodily injury (including death) and property damage claims arising out of the use of the premises (including those arising out of the service of alcoholic beverages) up to \$1,000,000 in coverage and must include the Lessor as an additional named insured on this policy on a primary and non contributing basis. The lessee shall furnish the Lessor with a current certificate of insurance provided within 30 days of the event and notice to the Lessor in case of cancellation or material change in the policy limits or coverage stated.

The Lessor shall have no liability for any loss, claim, cost, expense or damage to the lessee, its guests or vendors or anyone else by reason of fire, theft, vandalism or otherwise.

Lessee shall defend and indemnify the Lessor to the fullest extent possible under New Hampshire law from and against any and all claims, liabilities or penalties for all claims (including all legal expenses attorney fees and costs) arising out of any negligence of either the Lessee or the Lessor unless caused by the gross negligence of the property owner.

By signing this contract, the lessee agrees to all terms of the contract and has read and understood all provisions stated above.

The GFWC Portsmouth Women’s City Women’s Club, as a member of the General Federation of Women’s Clubs, is a nonpartisan and non denominational organization. The GFWC Portsmouth Women’s City Club offers its club at 375 Middle Street out to rent to groups for meetings and other events. Rental of the club is at the sole discretion of the GFWC Portsmouth Women’s City Club. Rental of the club does not constitute an endorsement of any group.

Lessee (print name)

Lessee (signature and date)

GFWC PWCC Officer
(print name and title)

GFWC PWCC Officer
(signature, title and date)

