

# CONTRACT FOR HALL RESERVATION

## Individual

Room A \$200 \_\_\_\_\_ Recreation Room \$200 \_\_\_\_\_  
Room B \$350 \_\_\_\_\_ Recreation Room with private bar \$350 \_\_\_\_\_  
Rooms A/B \$500 \_\_\_\_\_

Whole Building including Bar/Rooms A & B (closed to public on Saturday) \$1,200.00

Stove/Refrigerator \$50.00 \_\_\_\_\_ Refrigerator/Coffee \$25.00 \_\_\_\_\_ Deep Fryer \$25.00 \_\_\_\_\_

Gas BBQ Grill \$25 \_\_\_\_\_ BBQ Grill (bring your own charcoal/supplies/equipment) \$25 \_\_\_\_\_

It is your responsibility to bring paper plates, napkins, plastic wares, cups, condiments, foil, plastic bags. If not, charge \$30.00. \_\_\_\_\_

Additional Hours (over 4 hours use) – \$30 per additional hour \_\_\_\_\_ how many hours \_\_\_\_\_ total

HDMI/LCD Projector \$25.00 \_\_\_\_\_ HDMI cable to hook up your to your laptop for HDMI/LCD Projector \_\_\_\_\_ Extra Bar Stand \_\_\_\_\_

Contact Person \_\_\_\_\_ Alternative Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_ Text Number \_\_\_\_\_

Individual Name \_\_\_\_\_ Anticipated Number of People \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

Time of event \_\_\_\_\_

### RULES AND REGULATIONS:

- \_\_\_\_\_ Reservation is made on a first-come, first-serve basis.
- \_\_\_\_\_ The Contact Person is the Responsible Party for the event and is assumed to be attending the event. If, at the last minute, he/she is unable to attend the event, he/she MUST give the Social Director the name of the alternate contact person who will be the responsible party. If the responsible party is not present, GSLAD RESERVES the right, in good faith, to request the group to vacate the room and forfeit the cleaning deposit. There will be no refunds.
- \_\_\_\_\_ Events or meetings in the Recreation Room must be open & free to general public unless you have requested a closed event for an increased fee. Room A and Room B may be closed to the public.
- \_\_\_\_\_ The Contact Person/Responsible Party must ensure that the space is clean and in good condition at the end of the rent. If the room is not adequately clean or is compromised in any way, GSLAD reserves the right to deny all future room requests to that person and/or organization.
- \_\_\_\_\_ All events must end at the time scheduled. Allow to show up 1-2 hours prior for set up and allow to clean up 1-2 hours after the event.
- \_\_\_\_\_ GSLAD, in good faith, reserves the right to revoke any scheduled reservations.
- \_\_\_\_\_ **WE PROVIDE CASH BAR. DO NOT BRING IN YOUR OWN ALCOHOLIC DRINKS, SODA, TEA, & WATER BOTTLES DUE TO OUR INSURANCE LIABILITY. YOU MAY BRING PUNCH. YOU WILL LOSE YOUR DEPOSIT IF YOU DISREGARD THIS.**
- \_\_\_\_\_ Take trash to dumpster (a cart is offered).

**Make two checks to GSLAD for deposit (\$200.00) and the rent fee including amenities. Your deposit will be returned after the room, bonus room and kitchen to be cleaned and trash is taken out.**

**GSLAD recommend having the checks be given to the Hall Director in person at GSLAD.**

**Cancellation Fees: 48 hours in advance notice. No notice advance results in keeping your security deposit fee.**

**FOR YOUR ORGANIZATION EVENT, PLEASE BRING YOUR FLYER FOR THE GSLAD BOARD 's APPROVAL.**

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Contact person further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that GSLAD shall not be held responsible for any injury use.

