

SAINT GREGORY ARMENIAN COMMUNITY CENTER RENTAL CONTRACT

This Contract, made and entered into this _____ day of _____ 202_ by
And between St. Gregory Armenian Community Center, hereinafter Lessor and
_____ hereinafter Lessee, wherein the Lessor agrees to let unto the Lessee
premises known as 3501 Century Drive, Granite City, IL upon the following terms and
conditions:

1. The Lessor is to provide hall, tables, chairs, coat room, restrooms, parking facilities and cleanup of premises on _____ 202_ for a maximum of 5 hours from _____ to _____, **this includes clean up and removal of decorations. All personnel must vacate the hall no more than 30 minutes after the event concludes.** Event must end no later than 11:30p.m. Any activities not in the hall proper, but on the property, must have the approval of the Lessor.
2. The rental fee shall be \$900 for the use of the entire hall. Rental fee for charitable or benevolent organizations, (non-profit) shall be \$700. **In either rental, Lessee guarantees at the end of the night, between rental fee and bar, the Lessor will be paid a minimum of \$1,500. Proof of non-profit status will be provided upon request.**
3. A deposit of one half the rental fee shall be made by the Lessee concurrent with the execution this Contract. In the event this Contract is to be canceled, the Lessee shall give the Lessor 60 day’s written notice of the cancellation. If the Lessor cannot rent the hall prior to the original rental date, your deposit is then forfeited to the Lessor.
4. The balance of the Rental fee and charges for all goods and services are due and payable at the conclusion of the rental. All damages and/or losses shall be the responsibility and paid by the Lessee. In the event damage is found that evening, the individual representing the hall will make an assessment of the damage, and Lessee shall remit said amount that evening. Once repair is completed, Lessor will refund to Lessee any amount overcharged. Similarly, if cost of repair exceeds the initial assessment, Lessee agrees to pay the difference.
5. The Lessee agrees to utilize and pay for Lessor’s bartenders. The number of bartenders is dependent on how many people attend the affair (see schedule below). The Lessee agrees to purchase all beer, soft drinks, cups and bartender services from the Lessor. **The Lessee will be charged for the amount of beer (kegs) ordered regardless if they are utilized or not. All leftover beer shall remain at the hall and may not be taken out. Please see the attached liquor policy. Due to insurance purposes, your guests are not allowed to bring in any type of liquor.**

1-200 people	2 bartenders
201-300 people	3 bartenders
301-400 people	4 bartenders

6. The Lessee shall contract for food catering. The Lessee may use the walk-in cooler. It is the Lessee’s responsibility to notify the caterer to provide Lessor certificates of liability and workmen’s compensation proof of insurance prior to the event. Due to insurance reasons, any food that is served must be prepared by someone or a company that has liability insurance. **A copy of the insurance is required to be**

provided. The Kitchen is only to be used for warming purposes. The Lessee is not allowed to cook your own food, or have caterer cook food in the kitchen. The Lessee needs to ensure that the kitchen is as clean at the end of the event as it was when the event started. That evening the Lessor shall evaluate the cleanliness. In the event the Lessor has deemed the kitchen unclean, the Lessee shall remit **\$150** that evening. The following items are to be completed and approved by St. Gregory Representative that night:

- a. Taking out the trash in the kitchen
- b. Wiping down all countertops
- c. Wiping down the stove top **(if used)**
- d. Wiping down the inside of the oven **(if used)**
- e. Cleaning all food out of the sinks
- f. Sweeping and mopping the floor – use water only
- g. Cover leftover food and place in walk-in cooler

7. Decorations shall be the responsibility of the Lessee and will be installed and removed on the day of the event. No decorations shall be applied directly to the walls and ceiling. Hooks are the only allowed method for hanging decorations from the ceiling. You will be allowed in the hall the day of your event, and all decorations must be taken down 1 hour after the event is over. If the Lessor agrees, the Lessee can have access to the hall the day before the event for a 4 hour timeframe at an additional cost of \$100.00. The Lessee is responsible for payment of the \$100.00. **The only tape allowed for taping anything to the floor is blue painters tape.**

8. In the event an Act of God occurs (power interruption, flood, etc) and the event has not started, the Lessee shall not be charged for any goods or services and your deposit shall be returned. In the event your event has started and an Act of God occurs, Lessee shall pay for goods and services used up that point and are responsible for the balance of the hall rental. In the event an Act of God occurs and either damages or causes the Hall to not be available, Lessor shall not be held liable for any associated costs.

9. At least 1 week prior to your event, the Lessor and Lessee shall meet to finalize all arrangements for the event.

10. This Contract is binding upon all heirs, successors and assigns of the parties. There shall be no subleases or assignments of any rights under this contract. A waiver of any condition or provision by any party shall not be construed to be a waiver of any other condition or provision of this Contract.

Lessee

Lessor

Address/Contact #