

# Rental Hall Agreement



## CONTACT INFORMATION

Host Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Alternate Contact Person Name and Phone \_\_\_\_\_

## EVENT DETAILS / COSTS

### Event MENU

Adult Parties \$300 per hour*	Children Parties (0-12 yrs) \$225 per hour*
Repass \$225 per hour*	Holiday Dinners \$225 per hour**
Meetings/Company Events \$225 per hour**	Pop-up Shops \$200 per hour**
Other/Hourly Events \$300 per hour**	Church Services \$300 per hour**

\*Minimum of Three Hour Booking Required; Host receives 60 mins directly before the Event to set-up

\*\*Minimum of Two Hour Booking Required; Host receives 30 mins directly before the Event to set-up

### Event DETAILS

Event Type:	Celebrant's Name:
Event Date:	Number of Guests:
Event Start Time:	Event Set-up Time:
Event End Time:	Total Event Costs:

### Extras

DJ Equipment and Speakers \$50	Microphone and Stand \$50
2 60-inch Televisions \$50	Podium \$50
Baby Shower Chair \$200	Total Extra Costs:

### Decoration Packages

Table and Chairs Coverings (White) and Ribbon Bows on Chairs (Color: _____) \$750
Table and Cable Coverings (White), Ribbon Bows on Chairs (Color: _____), Runners (Color: _____) and Center Pieces (Type: _____) \$1,025

**Total Costs:** \_\_\_\_\_ **Initials** \_\_\_\_\_ **50% Deposit Due at Signing** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_ **due 14 days before Event: Date** \_\_\_\_\_ **Initials** \_\_\_\_\_

# Rental Hall Agreement

Host agrees that she/he and their guests will abide by all rules listed below. Not complying with any of these rules may result in Cacini Hall ending your Event without a refund.

## Rental Hall Covid-19 Safety Rules

1. Host will indemnify and not hold Cacini Hall, its owner, staff and volunteers liable for any issues or illness related to Covid-19. Host should require all guests to maintain social distancing. \_\_\_\_\_ (Initial)
2. Host and guests should wear masks while indoors unless host or guest are eating or drinking. Host is encouraged to have set times for eating.
3. When the Hall reaches the capacity set by NYS officials, Host understands and agrees that neither he/she nor Cacini Hall will allow additional guests into the Hall. Current Capacity is set for 50%.

## Rental Hall Event Rules

1. All alcohol must be the responsibility of the Host according to New York State law. Selling of alcohol is prohibited. You agree not to hold Cacini Hall responsible for improper use of alcohol.
2. No one on Cacini Hall premises can charge a gate on entry fee for any event hosted at Cacini Hall.
3. No adult entertainment is allowed in Cacini Hall.
4. Guests are not allowed to loiter on sidewalk.
5. During your Event, Host agrees to be held completely responsible for any and all damages caused to any property of Cacini Hall or persons inside of Cacini Hall either as a result of an accident or intentional acts of the Host, guests and /or vendors.
6. Host can ONLY use indoor tape for decorations. Decorations are not allowed on the ceiling.
7. Smoking, drugs, fighting, or the use of weapons are prohibited on Cacini Hall property.
8. Cacini Hall staff reserves the right to eject any person who is not adhering to the rules of this contract.
9. No additional tabled and chairs from 3<sup>rd</sup> party vendors will be allowed inside facility except host chairs (baby shower chairs).
10. Once contract has been signed, the Host cannot make any changes to the date or time of the event. The Host can only add additional hours to his/her event, which maybe be granted only if there are no other events scheduled during the time requested.
11. Cacini Hall can only be rented for the event listed in the contract, by the Host who signed the contract. The contract can't be cannot be transferred to another person.
12. Cacini Hall is not responsible for any items left on the premises.
13. Cacini Hall staff cannot carry any of my items or food for guests nor are they allowed to serve any food or drinks for guests. I understand that staff will be present to monitor my Event.
14. All events must end by 12 midnight. At the end of your event, I and my guest will promptly exit Cacini Hall. There will be a 15 minutes grace period after the event to exit the facility.

I have read and agree to all the Terms above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

No Refunds under any circumstances.