

Banquet and Social Hall Agreement

879 W. Auburn Rd. Rochester Hills, MI 48307
248.852.5657 Ext 11
ADMIN@IAGD.NET

Name: _____

Contact #: _____

Email: _____

Hall Fees

- Members: **\$5.00/Per Person**
- Non-Members: **\$7.00/Per Person**
- Kitchen: **{Warming ONLY} \$100-\$200** (if warmer used more than 2 hours)

Event Information:

Type of Event: _____

Date of Event: _____

Start Time of Event: _____

Occupancy: _____

(Social Hall Rental Fee Based on Exact Number of Guests)

For Office Use ONLY:

- Full Payment Received: _____/Chk#_____
- Security Deposit Received: _____/Chk#_____
- Servers/Clean-Up Fee Received: _____

Layout REQUEST:

Please choose **ONE** preferred setup layout:

❖ **8 chairs per table; Number of Tables:** _____

❖ **10 chairs per table; Number of Tables:** _____

Please fill out applicable options below:

❖ Number of Rectangular Coffee/Tea Tables Requested: _____

❖ Number of Rectangular Food Tables Requested: _____

❖ Special Setup Request:

Miscellaneous Items Requested: (Please circle Y for Yes and N for No)

*Mic Requested: Y/N

*Percolator Requested: Y/N

*Projector Requested: Y/N

*Stage Requested: Y/N

**Bookings NOT Confirmed, Until
Security Deposit, Full Payment
& Signed Contract is Submitted.**

**Security Deposit:
Guests up to 200 people: \$300
Guests 201-400 people: \$500**

Signature at end of contract indicates your full acknowledgment of the policy.

1. The Host/Hostess agrees to the terms and conditions set forth in this packet.
2. **This Deposit shall not be refunded if the event is cancelled within 30 days of the event.**
3. The Host/Hostess acknowledges that there will be no fundraising at the function, or on IAGD premises, without prior written approval of the IAGD Board of Directors.
4. The Host/Hostess acknowledges that no organization may rent the premises without the prior written approval of the IAGD Board of Directors.
5. The Host/Hostess hereby assumes full responsibility for the characters, acts and conducts of all persons admitted into the premises.
6. IAGD shall not be liable for any damages and or injury to any persons, including death, for any loss of, or damage, to any property belonging to the Host/Hostess or their guests.
7. Any damages that occur to the facility that are a direct result of your rental party will be deducted from the **security deposit**. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.
8. Decorations shall be limited to tables only. **No ceiling decorations shall be allowed.** If walls need to be used, **blue painters tape must be used.** The workers have the right to take down any decoration not in accordance with the prior instructions. Any additional decorations shall be allowed at the discretion of the rental committee for proper consideration of the IAGD facility. Damage and/or cleaning costs caused by decorations will be paid by the Host/Hostess. Decoration set up may **NOT** begin the night prior to the event. **You may have the hall for decorating, 4 hours prior to the start time of your event, on the day of.**
9. Decorations made by a 3rd party such as a stage, center pieces, chair covers, etc. must be removed the night of the event, once event is concluded.
10. **The maximum time for hall rental is 5 hours for your event.** Every hour after the 5th hour, will be charged at a rate of \$150 per hour. The excess usage cost of hall, will be taken out of your security deposit, unless discussed with IAGD Admin/Treasurer.
11. This facility is a **NON-SMOKING** facility and this policy will be strictly enforced. Any violation of this item will result in the forfeit of your security deposit and the particular individual may be asked to leave the facility.
12. Under no circumstances, is any type of alcoholic beverage, or illegal drug, allowed on the IAGD premises. Discovery of any such beverages, or illegal drugs, shall be grounds for the immediate termination of this agreement, and cancellation of the event. The Host/Hostess acknowledges that in such circumstance, there shall be no refund of any kind, and that IAGD has the obligation to report any illegal behavior to the responsible authorities.
13. The use of music on IAGD premises is **strictly prohibited**, and is not allowed.
14. The Host/Hostess acknowledges that **ONLY** the completion and submission of this form ALONG with the deposit will insure your date is confirmed.
15. Failure to comply with the above rules will result in a **\$50 fee for EACH rule that is violated.**

Sign and Date, acknowledging that you, the Host/Hostess, have received the Rules and Regulations of which IAGD requires you to comply with, in order to grant permission to use the Banquet/Social Hall.

X _____
Host/Hostess Signature

Date

X _____
IAGD MGMT Signature

Date

Rules and Regulation
Regarding Use of the Social Hall Workers

Servers/Clean Up Cost: \$150-\$300 payable at time of contract submission
\$150 server & clean up fee for guest count of up to 200 people
\$300 server & clean up fee for guest count of 200+ (max occupancy 400)

1. Duties of the Banquet Hall Servers include:
 - Serving food and beverages
 - Breakdown of setup at conclusion of event.
 - Cleaning of the Hall (Mopping, Sweeping, etc.)
 - Trash Duties
 - Any additional services upon reasonable request of the Host/Hostess
2. The Host/Hostess is to pay a set rate for servers. Servers/Clean up cost will be between \$150-\$300 payable at time of submitting contract. Please discuss with IAGD Treasurer/IAGD Admin
3. The Host/Hostess is to allow **EACH** worker, a reasonable period of time to take a break and permit them time to eat and/or pray.
4. The servers will be at IAGD 1 hour prior to start time of event to help host with any last minute changes to setup or to receive food from caterer for warming.
5. Please note: Even after the event has finished, and the host/hostess has left, each worker will be paid for time afterwards to clean up/re-arrange the hall. **Clean-up can only be done AFTER everyone leaves.**
6. In addition to post-event maintenance, if the Basement or any other part of the facility has been used to the point of requiring additional work, a fine will be deducted from the hosts' deposit. As stated before, this will be at the discretion of the Social Hall Management, who will notify the Host/Hostess if this is the case.
7. There will be an additional charge of \$100.00 per every hour past midnight.
8. Failure to comply with the above rules will result in a **\$50 fee for EACH rule that is violated.**

Please sign and date, acknowledging that you, the Host/Hostess, agree to the terms and conditions set forth by the IAGD Social Hall Management, regarding the Rules and Regulations of use of the IAGD Social Hall.

X _____ /_____/_____
(Host/Hostess) Signature **Date**

X _____ /_____/_____
IAGD MGMT Signature **Date**