

RENTAL AGREEMENT
CRYSTAL COMMUNITY CLUB

77 Preston Street – Wakefield, MA 01880

PO Box 90

(339) 203-4830

We are pleased to confirm your hall reservation on: _____
20 _____, from _____ am/pm to _____ pm. Your deposit of \$ _____
is hereby acknowledged and the rental fee balance of \$ _____ is due 30 days before the
day of your affair. **Your deposit will only be returned if you notify the Club Manager 60 days PRIOR
to your scheduled rental date.**

| | |
|----------------------|--------------------------|
| Date of rental _____ | Caterer _____ |
| Type of party _____ | Number of Guests _____ |
| Name _____ | Time Bar Will Open _____ |
| Street _____ | Floor Plan _____ |
| City _____ | Head Table _____ |
| Zip Code _____ | Wine Toast _____ |
| Cell # _____ | E-Mail: _____ |

Experience has shown that if the following guidelines are observed, your day will be the happy event you have always desired.

1. Confirm your arrangements with your church, caterer, florist, orchestra, etc. at least 3-5 days prior to the actual date.
2. Confirm your date and time with our Hall Manager at least 2 weeks prior to your party. Your head table requirements, seating arrangements, and other details will be finalized at this time.
3. No liquor may be brought into or out of the building in compliance with state and local liquor laws, this includes soft drinks.
4. If a toast is desired, it must be purchased through the Crystal Community Club by arrangement through our Hall Manager.
5. Bartenders are provided by the club based on the number of guests.
If you over-estimate the number of guests, the lessee will be responsible for the bartenders pay.
6. **NO confetti, rice, etc. shall be thrown within the hall or lobby areas.**
7. The lessee will be responsible for any gifts or money you may receive at the hall during your function. Our employees are not authorized to accept such items for safekeeping during the course of your event.
8. All damages incurred to the physical property of the Crystal Community Club will be the responsibility of the lessee.
9. Any misrepresentation by the lessee of the type of party or conduct of patrons may cause terminations of the party by the lessor.
10. Your hall rental fee shall be \$ _____. There will be a \$25.00 deposit for use of the kitchen or the grill; This will be refunded when cleaned at end of event. It is expected that the facilities will be left as found.
11. Our Hall Manager is available to help plan the most pleasant event possible. If there is anything that you require to make this happen, do not hesitate to request his assistance.
12. **No decorations are allowed on the walls.**

MAKE ALL CHECKS PAYABLE TO: CRYSTAL COMMUNITY CLUB

Signature of Lessee _____ Date _____

Signature of Club Manager _____ Date _____