

**FRATERNAL ORDER OF POLICE
TOLEDO LODGE #40**

255 Gradolph St., Toledo, Ohio 43612
Ph# 419-578-7800 Fax # 419-578-0595

LARGE HALL RENTAL AGREEMENT

CHARGE TO: _____ Phone # _____

Address: _____ Wk Phone # _____

City: _____ State: _____ Zip: _____

Date of Reservation: _____ Number of Guests: _____

Hours of Reservation: _____

Contact Person: _____ Phone # _____

Hall rental is based on a five (5) hour rental event. The premises to be vacated no later than 1:00 AM. Each additional hour or partial hour requested will be billed at \$100.00.

Rental Specifications:

1. Hall occupancy is 200 people seated with a dance floor.
2. There is NO SOUND system for use by Disc jockey.
3. Caterer to contact the FOP prior to date of rental for set-up instructions and assistance.
4. Bar service must cease fifteen (15) minutes prior to end of the hall rental.
5. FOP to erect tables and chairs to accommodate number of people to attend the rental.
6. Renters responsible for clean up of food, drinks and decorations.
7. FOP to operate the bar which includes bartenders, pop, juice, ice, cups and one half barrel of beer. If additional half barrels of beer are TAPPED there will be an additional charge of \$120.00 per barrel, TO BE PAID AT TIME OF TAPPING.

8. Caterer to supply their own equipment and they are responsible for Kitchen clean up. If it is necessary for the FOP to clean up the Kitchen area an additional clean up fee of \$100.00 will be deducted from the deposit fees.
9. The use of the kitchen as a "warming kitchen" is included in the rental fee. However if the kitchen is to be used as a "cooking kitchen", there is a separate deposit of \$75.00, the renter is responsible to clean up the kitchen.
10. Decorations: all candles, flames etc. MUST be enclosed. Balloons must be anchored, no tape on painted walls or doors, NO nails, staples, etc., on painted walls or doors.
11. Any services and supplies offered by the FOP must be utilized by the renter if services and/or supplies are needed for the rental.
14. Doors opened at _____ for decorating and kitchen use on day of rental no earlier then 9 A.M.
15. Hall will be open thirty (30) minutes prior to rental event and remain open thirty (30) after the rental event for clean-up.
16. All tables must be covered with either cloth or plastic table covering.
17. The FOP shall provide the building manager and Bar Tenders for the rental Event, without exception.

RENTAL CHARGES:

1. A deposit of \$200.00 required at time of signing rental agreement. Deposit fee will be refunded within 45 days after rental event, providing there is no damage, theft, cancellation or clean-up charges. \$ _____
2. Hall Rental fee, \$550.00 (five- hour rental block). Includes use of kitchen, as a warming kitchen renter responsible for kitchen clean-up. \$ _____
3. Additional hours/partial hours billed at \$100.00 per hour. \$ _____
4. Bar services charged at \$3.50 per person. \$ _____

Total Rental and Retainer Fee \$ _____

1. The deposit of \$200.00 to be paid at the time of signing.
2. Balance of rental contract _____.
 Date _____ \$ _____.
 Date _____ \$ _____.
3. Failure to pay the full contract amount by _____, may result in forfeiture of retainer fee and loss of rental date, or a late fee of \$200.00 added to total cost of rental.
4. CASH ONLY if payment is received within thirty (30) days of the rental date.
5. If the rental is cancelled within ninety (90) days of the rental date the deposit will be forfeited.

It is hereby agreed that the Fraternal Order of Police Toledo Lodge #40 has been engaged as shown in the above rental specifications and charges. Renter assumes responsibility for any damages to the facilities of, or removal from the premises any property belonging to the Fraternal Order of Police Toledo Lodge #40, and for any injuries to any person during the term of this lease occasioned by the Renter's use of the facilities of the Fraternal Order of Police Toledo Lodge #40 or caused during this occupancy.

Renter further agrees to and shall hold harmless the Fraternal Order of Police Toledo Lodge #40 inc., and all organizations or persons associated therewith and the leased premises from all liability to renter, or to renter's guest, employers, agents, contractors or any other person whether in tort or otherwise arising out of, related to, or occurring during renter's use of the facilities and services contracted for hereunder.

An inspection of the facilities is to be completed prior to renter's occupancy.

Renter _____ Date _____
 FOP Representative _____ Date _____

Type of Rental _____

How did you learn about the FOP Hall Rental?

Newspaper Telephone book Friend Attendance other