

Hall Rental Agreement Form

Date ___/___/___

1. Any person in charge of the event needs to sign the agreement form with the Greater Cincinnati Deaf Club (GCDC). **Call for reservation: 513.206.9582 (1st Fl.) or 513.206.9361 (2nd Fl.)**
2. When making a reservation for the use of the club for any event, a **\$100** deposit is required at the time of signature. No date will be put on hold without the deposit. Cash payment (**no credit card**) is required three weeks prior to the first event date. If for any reason a cancellation has been made, the deposit will be returned for legitimate reasons that are beyond the control of the renter.
3. **Hall capacity: Upper level = 330/210(w/tables); lower level = 207/159(w/tables).**
4. A breakage fee will be charged, and will be determined by what was damaged or broken. (For example: The damages to the bar and/or kitchen equipment, tables, chairs or any other contents including the building itself).
5. We are not responsible for lost articles in the hall, during the rental contract of any functions held under its patrons unless they were checked.
6. The **\$100** deposit will be refunded to either the requesting party or the janitor of the Greater Cincinnati Deaf Club after the bar glasses, pitchers, kitchen utilities etc. are cleaned and put back into place as received.
7. No alcoholic beverages are permitted on the premises (both inside and outside building).

ON BEHALF OF THE REQUESTING PARTY, I AGREE TO FOLLOW THE CONDITIONS MENTIONED IN THE CONTRACT.

HALL RENTAL FEE: \$_____ FOR ___ TOTAL HOUR(S). OPEN DOOR /SET-UP TIME: _____(AM/PM)

Printed Name _____ RESERVATION DATE: ___/___/___

Email Address _____

Land or Mobile Phone# _____ Drivers License or ID# _____ Amt. of Deposit _____

PERSON IN CHARGE _____ Date ___/___/___

GCDC Representative _____ Date ___/___/___

\$300 Single Floor or \$500 Double Floor for four (4) hours + one free set-up hour.

For additional hours - \$25 per hour.