



NUGENT'S CANAL YACHT CLUB BANQUET HALL RENTAL CONTRACT

3035 West Canal, Port Clinton, Ohio 43452

Deb Nickel 419-351-1591 or 419-734-4530

Renter's Name: _____

Day and Date of Rental: _____

Time of Rental from _____ am/pm to _____

Purpose of Rental: _____

Approximate number of people in attendance: _____

Indicate if the activity will be catered: Catered Self-catered Not catered

CHARGES:

Event Rental Fee – Member (\$100) \$ _____

Event Rental Fee – Non-Member (\$300) \$ _____

Meeting Room Rental (\$50) \$ _____

Security Deposit (\$100) \$ _____

TOTAL AMOUNT DUE \$ _____

A separate security deposit of \$100 is due prior to the event. This security deposit will be returned after event is held and it has been verified that the renter has complied with all Rules and Regulations (see page 2). Any damage to the facilities or personal property caused by Renters, the guests or invitees shall be paid by Renter and the cost thereof may be deducted from the Deposit.

I agree that by signing this contract that the renter organization and myself shall follow all the rules and regulations attached hereto and shall jointly and severally be responsible for any personal injuries. This Contract shall be binding upon the parties, their successors and assigns.

Print name _____ Signature _____

Address (No P. O. Box) _____

City, State & Zip _____

Phone Number _____ Driver License Number _____

Make check payable to: **Nugent's Canal Yacht Club**

The Nugent's Canal Yacht Club hereby acknowledges the receipt of:

Rental Fee: cash _____ Check No. _____ in the sum of \$ _____

Security Deposit: cash _____ Check No. _____ in the sum of \$ _____

Received by: _____

Nugent's Canal Yacht Club Banquet Hall Rental – Rules and Regulations

1. EMERGENCY NUMBERS 911 FOR FIRE, POLICE AND AMBULANCE or 419-351-1591 for non-emergency. Emergency contact number for hall assistance is 419-734-4530.
2. Keys to the hall will not be given out. Lock Box access code will be provided. Key must be returned to the box after every use. Access to the hall will not be permitted until all fees are paid. An authorized Hall Association member will oversee hall's use to provide assistance and provide entrance. Thermostats shall only be adjusted by authorized personnel.
3. If event is cancelled within 30 days of application, but prior to 30 days from the date of event, all fees are refundable. If event is cancelled within 30 days from the date of event, the payment will not be refunded.
4. The Nugent's Canal Yacht Club Banquet Hall is a totally non-smoking facility. All cigarette butts must be placed in the outside receptacle at entrance doors. A portion of the deposit may be withheld if there is an excess of cigarette butts on the outside grounds.
5. No loitering permitted anywhere on hall property. The Hall Association will not be responsible for lost, stolen or damaged property.
6. Renters are responsible for proper conduct and for all damages caused by their guests or by themselves. Unruly guests must be asked to leave. Person signing contract is personally responsible for any violations and additional costs.
7. Alcoholic beverages may be served BUT NOT SOLD during your event. Alcoholic beverages shall not be served to persons less than 21 years of age or to those appearing already intoxicated. We will provide the alcohol and bartenders if alcoholic is to be sold.
8. Kitchen appliances including roaster, freezers, etc. shall not be used by renters unless authorized in the contract. Use of one refrigerator is allowed.
9. No wall or ceiling decorations allowed. Free standing and table decorations will be allowed - but without the use of tape, staples, tacks or anything that will cause damage to tables. No heavy or sharp objects dragged across the floor. No displays, pictures and hall items may be moved or taken down or moved elsewhere.
10. All tables, chairs and countertops must be wiped clean. All trash must be placed in the blue dumpster located in the hall parking lot. Floors mopped if spills occur. Security deposit may be charged if hall is not properly cleaned.
11. No popping of champagne corks or other carbonated drinks toward ceiling or walls.
12. In the absence of the presence of hall personnel, when closing the hall, all persons must be out by 12:00 a.m. **All trash put in dumpster, doors closed and locked, all appliances off, lights out by 12:30 a.m.**

Thank you for choosing Nugent's Canal Yacht Club Banquet Hall for your event!