



PO Box 303 Wharton, NJ 07885
973.366.5980

RENTAL AGREEMENT

This rental agreement and both checks discussed below must be delivered to the Executive Board no less than thirty days in advance of the proposed rental date. All rental requests are subject to the approval of the Executive Board.

Name: _____

Address: _____

e-mail (Optional): _____

Reason: _____

Phone Number: _____

No. of People: _____
(Including Children)

Date of Affair: _____
(Day/Month/Year)

Time of Affair: _____
(Beginning and End)

I certify that I am a paid-up member in good standing and that I agree to rent the Cultural Center for \$150.00 for the date specified above. I understand that a separate \$50.00 security deposit payable by check is also required and that it will be refunded upon satisfactory inspection of the hall and prompt return of the key.

I agree to abide by general rules of good conduct and those listed on the back of this agreement.

Signature

Date

**RULES FOR RENTING THE IRISH AMERICAN
ASSOCIATION OF NORTHWEST JERSEY
CULTURAL CENTER**

1. Rental Applications can be obtained from any Executive Board Member or on our website.
2. Rental Requests must be received by the Executive Board at least thirty days in advance of the event and is subject to their approval.
3. Key may be picked up from an Executive Board member in advance.
4. Set-up for the affair may be the day before provided the Hall is not being used.
5. Rental of the Cultural Center is confined to the Jack Gallagher Room (the main meeting room on the first floor) ONLY! The upstairs and basement of the building are strictly off limits.
6. **No Smoking** is permitted in the building.
7. Occupancy is limited to 120 persons.
8. The Cultural Center may not be used after 2:00 A.M.
9. Supplies and utensils belonging to the Irish American Association of Northwest Jersey ("IAANJ") are off limits (unless prior permission is obtained).
10. Use of the telephone, except in extreme emergencies, is prohibited.
11. If there is a problem with the Cultural Center, such as unclean or damaged areas, etc., it is necessary to notify the Building Manager or an Executive Board member prior to the start of the event or the renter will be held responsible for the condition of the building.
12. The Cultural Center must be left "**broom cleaned**" and mopped where necessary, with all tables and chairs returned to their original places. Windows must be closed and heat turned down or air conditioning turned off.
13. "**Carry In - Carry Out**" policy: Nothing can be left behind including but not limited to the trash and to food left in the refrigerator / freezer.
14. The \$50.00 deposit will be returned to the renter upon inspection of the building and return of the key. This should be done within seven days after the event or the IAANJ reserves the right to keep the deposit.

Executive Board Member's Signature

Approval Date