



HARRY COPPENDYK Post No. 171  
17-08 RIVER ROAD, FAIR LAWN NJ 07410  
Post PHONE: 201-796-9667 • ALPost171.ORG

### **HALL RENTAL AGREEMENT**

DATE OF FUNCTION \_\_\_\_\_ DATE OF AGREEMENT \_\_\_\_\_

THE STANDARD RENTAL IS \$150/HOUR. THE MAXIMUM OCCUPANCY OF THE VENUE IS 150, INCLUDING CHILDREN. THE EVENT IS A 4HOUR BLOCK OF TIME. THE MUSIC **MUST** STOP AT THE END OF THE EVENT.

THE RENTER MUST SUPPLY THEIR OWN PLASTIC GARBAGE BAGS. NOTHING IS PERMITTED ON ANY WALLS, CEILINGS, LIGHT FIXTURES. DECORATIONS MAY BE AFFIXED WITH MASKING OR PACKING TAPE—NO STAPLES, TACKS, NAILS, PUSH PINS, ETC., ARE PERMITTED. GLITTER/CONFETTI ARE NOT PERMITTED.—MAY RESULT IN LOSS OF DEPOSIT IF USED.

ALL GARBAGE MUST BE IN TIED PLASTIC BAGS AND PLACED IN THE DUMPSTER OUTSIDE AT THE BACK EXIT BY THE KITCHEN.

**WE RECYCLE-** PLEASE PUT ALL ALUMINUM CANS, GLASS, AND PLASTIC CONTAINERS IN THE BLUE RECYCLING CANS LOCATED IN THE KITCHEN. (**ALL** ALUMINUM FOOD PANS GO INTO THE GARBAGE).

ALL CARDBOARD SHOULD BE PLACED IN THE ROOM NEXT TO THE KITCHEN.  
**COOKING IS NOT PERMITTED**

THE RENTER IS RESPONSIBLE FOR SWEEPING, DISCARDING ALL TRASH, AND MOPPING UP ALL SPILLS AT THE END OF THE FUNCTION. CHAIRS ARE TO BE STACKED **5 HIGH** AGAINST THE WALLS, AND THE TABLES SHOULD BE LEFT UP TO AVOID INJURY.

UPON LEAVING AFTER THE EVENT, THE THERMOSTAT(S) SHOULD BE SET TO 77 IF THE A/C WAS IN USE, AND 62 IF THE HEAT WAS ON.

A DEPOSIT OF \$200 WILL BE DUE AT THE SIGNING OF THIS CONTRACT, ALONG WITH A \$200 SECURITY DEPOSIT. THE BALANCE IS DUE TWO (2) WEEKS BEFORE THE EVENT. REFUND OF THE DEPOSIT WILL BE PROVIDED IF NOTIFICATION OF CANCELLATION OF THE EVENT IS RECEIVED (15) BUSINESS DAYS PRIOR TO THE EVENT.

**SINGLE EVENT INSURANCE IS AVAILABLE AT [EVENTHELPER.COM](http://EVENTHELPER.COM)-EASY TO APPLY FOR AND PROVIDES CERTAIN PROTECTIONS (SEE POLICY) DURING YOUR EVENT.**

EMAIL-HCALPOST171@GMAIL.COM