



**POLISH CLUB OF DENVER, INC.  
HALL RENTAL CONTRACT**

Hall Rental # 09- ..... Hall Rental Date .....201.....

Rental Agreement between the Polish Club of Denver, Inc.(herein known as the Polish Club) and the

Renter ..... on (Today's date) .....201.....

The following terms and conditions apply to the rental of the Polish Club facilities, located at:  
3121 West Alameda Avenue, Denver, Colorado 80219 , Telephone (303) 934 - 3955.

**FEES AND HOURLY RATES**

Billing hours for the facility begin at the scheduled arrival time. All guests and staff must leave at the time scheduled on the contract.

- 1. Saturday evening events are from 4:00pm to 12:00pm \$ 2,100 + \$400 refundable damage deposit.
- 2. Friday evening events are from 5:00pm to 1:00am \$1,600 + \$400 refundable damage deposit.
- 3. Sunday afternoon events are from 1:00pm to 9:00pm \$1,100 + \$400 refundable damage deposit.
- 4. Monday, Tuesday, Wednesday, Thursday events are \$100 per hour + \$400 refundable damage deposit. Minimum 4 hours rental.
- 5. Additional, before and after events, hours are available. Fees for additional hours: \$30 per hour before events, \$110 per hour after events. Saturday evening event finish 12PM ( that mean music stop playing 11 PM ).
- 6. Additional hours must be scheduled and paid with final payment. Fees for additional hours are not refundable.
- 7. Each event is given 1(one) hour of free preparation time before guests arrive for decoration, food prep and technical set- up. Deliveries may be made during the one-hour set-up period. The Polish Club is not responsible for deliveries made prior to that time or left after rental period, unless previous arrangements have been made.

**TERMS - Please initial below.**

- ..... **Damage Deposit:** A damage deposit of \$400 (four hundred dollars) is payable when this contract is signed. If no damage has occurred, a refund of \$400 (four hundred dollars) will be mailed to you within 30 days.
- ..... **Fee Requirement:** The rental payment is payable 30 days prior to the rental. If payment is not received by such date, payment must be made in cash or certified funds.
- ..... **Cancellation Requirement:** The deposit /rental fee is non-refundable and non-transferable. One half (50%) of the damage deposit/rental fee will be retained by the Polish Club of Denver, the remaining one half (50 %) of the damage deposit/rental fee will be returned to renter only if a comparable rental is obtained for that date and time. Should the cancellation be received less than ten (30) days prior to the event, the Polish Club retains three quarters (75%) of the damage deposit/rental fee, even if a comparable rental is obtained for that date and time. Polish Club reserve the right to cancel the contract with at least 90 days prior to rental date.
- ..... **Maximum number of party participants is 250 persons.** Renter is responsible for controlling guest numbers. The Rental representative of the Polish Club has the right to close doors after limit is reached.
- ..... **Security guards must be present when the bar is open.** Guards are paid for five hours (7pm - 12 midnight) If you want to open the bar earlier, each additional hour for the guards is \$60. **Hours are:**.....

## FACILITIES AND SERVICES

Hall Rental No. ....

Hall with large dancing floor and stage,  
Professionally equipped kitchen, trash cans with liners.  
Bar with cooler and lounge area,  
Comfortable bathrooms with toilet paper, towels and soap,  
Round tables seating 8-10 persons (26 round tables), 6 rectangular tables, chairs,  
Conveniently located monitored free parking.  
Only 110 V electricity (Important information for your Band or kitchen staff),  
A representative of the Polish Club will be in attendance, however, for the purpose of security,  
the Polish Club will provide Security Guards for five hours. Guards must be there when the bar is open.  
The Polish Club will provide the initial set up of chairs and tables before preparation time.  
Rental furniture is to be set-up by the caterer and /or rental company.

## DECORATIONS

1. The Polish Club Rental Director must approve decorations, especially the use of candles. Rice, birdseed, confetti, glitter, luminaries, fireworks, potpourri, feathers and others difficult to clean materials are not allowed.
2. The Club's piano, pictures, plants will not be removed or altered in any way.
3. Limit your decorations to the tables only.
4. No tables, chairs, or food service is allowed on the dance floor.
5. Renter is required to cover all tables with plastic/cloth tablecloths. Do not use tape on the tables, floor or walls.

## CLEANUP AND DEPARTURE

Cleanup and departure of event are the responsibility of the Renter.

1. Remove all decorations, plates, cups, cans and all wastes from the tables, bar, kitchen and other rented areas.
2. Put liquids into provided buckets.
3. Deposit all trash in the dumpster behind the Club. Leaving it outside the dumpster will result in a deduction of \$50 from the damage deposit.
4. Wipe the counter tops, sinks, oven and refrigerator.
5. Please, do not put ice into beverage cooler in the bar. Wipe all water from cooler.
6. The Polish Club is not responsible for any property left at the facility after the event.
7. If Renter omits above requirements, the Polish Club will deduct proper amount from the damage deposit, (\$20 per hour for Club Staff, minimum 4 hours).

## CONDUCT

The conduct of the guests on the grounds of the Polish Club is the responsibility of the Renter and will not go beyond the limits considered acceptable by our Representative. The Polish Club reserves the right to ask the disorderly guests to leave and if the unacceptable behavior persists, the Denver Police may be called.

The Renter fully understands that the use of these premises may be terminated at any time the guidelines herein contained are violated or the conduct of the guest is abusive or dangerous to the facility, furnishings or any individual on the Polish Club grounds. Decision to terminate the use of our facility is at the discretion of the Representative of the Polish Club. Should such termination be deemed appropriate, the entire Damage Deposit and Rental Fee shall be retained by the Polish Club.

**If you wish to serve alcohol, please sign "Permission to Serve Alcohol" page 4.** (This page will be available when you come in person to sign the agreement).

**Please present liability insurance or sign "Liability Note" page 4.**

**RESERVATIONS**

**Hall Rental No.....**

The damage deposit and signed contract are due immediately and will reserve your requested date for your event.

Saturday Event.....Sunday Event.....Week Day Event.....Number of Guests.....

Regular Hours: From.....to.....Extra Additional Hours: Before.....Am't.....After.....Am't.....

**EVENT DEPOSITS RECEIVED**

Hall Rental Number..... Date of Rental.....Total Charges Amount \$ .....

Damage Deposit Amount \$400 paid on ..... Receipt Number.....

First Payment due date.....Amount \$.....paid on .....Receipt Number.....

Second Payment due date .....Amount \$..... paid on ..... Receipt Number.....

Third Payment due date .....Amount \$..... paid on ..... Receipt Number.....

**DAY TO OPEN CLUB: ..... HOUR:.....SECOND DAY TO OPEN CLUB:..... HOUR:.....**

**HOUR FOR SECURITY GUARDS TO WORK: BEGIN:.....END.....**

**RENTER INFORMATION**

**Name**.....**Address**.....  
(Last) (First) (House Number, Street & Apt Number)

**City**.....**State**..... **Zip Code**..... **Driver's License #** .....  
(For security reasons.)

**Home Phone**..... **Work / Cell Phone** .....  
(No blocked phone number)

**Name & Telephone # of English Speaking friend/family member**.....

**Renter's Signature** .....**Date** .....

**PCD Rental Director**.....**Date**.....

Thank you for your interest in the Polish Club of Denver facilities. We would be pleased to welcome you to our Club for your event and hope you find the information included with this contract helpful.

President and the Board of Directors of the Polish Club of Denver, Inc.

**PERMISSION TO SERVE ALCOHOL**

**Hall Rental No.....**

(Please note that this is not a license)

I, (Please, print full name).....

.....  
(Address)

(City)

(State) (Zip Code)

Driver's License #

Request permission to serve alcoholic beverages at the event specified on the contract. I hereby affirm that the event is a private function and that there will be no fee charged for the consumption of alcoholic beverages. I agree that if permission to serve alcohol is granted, no liquor, including 3.2 beers, will be served on the premises to persons less than 21 years of age. Further, I agree that no alcoholic beverages will be served to intoxicated persons. I understand that I am solely responsible for compliance with the liquor laws of the State of Colorado. I also agree that I am solely responsible for any claim or liability that arise as a result of serving of alcohol at the event, and I agree to indemnify and to hold harmless the Polish Club, and it's employees from any liability, cost or expense, including attorney's fees arising from and including negligence by the Polish Club. I certify that as of the date of this signature, I am at least 21 years of age.

Type of alcohol to be served.....Amount of alcohol to be served to each guest.....

Method of controlling consumption:.....  
(A professional bartender is strongly recommended but not required to assist applicant in controlling consumption). No bottled beer, or beverages are to be served at the event. Bottled liquor (example: champagne) served for a toast must be removed immediately after the toast is finished. All liquor must be served from the bar. No bottles on guest tables. No liquor consumption in parking area.

**Signature** .....

**Date**.....

The Polish Club has reviewed the request to serve alcohol on (Rental Date).....

**Accepted**.....

**Denied**.....

**Date**.....

**LIABILITY**

The Renter will neither hold nor attempt to hold The Polish Club or its agents responsible and will defend against any demands, claims, causes or actions or judgments, and will cover all expenses (including, without limitation attorney's fees) incurred by the Polish Club or its agents in investigating and defending against the same, arising from any injury or damage to the personal property or the Renter or any person rightfully on the premises, where the said injury or damages is caused by the negligence or misconduct of the Renter, Renter's servant or employees, or any other person being on the grounds of the Polish Club, upon expressed or implied invitation of the Renter or where such damages or injuries are the result of the violation of governments orders of any kind, or in violation of the provisions of this Agreement. Polish Club reserves the rights to cancel the contract with 90 days or more before the rental date.

In Witness, each party to this agreement has caused it to be executed on the date indicated next to their respective signatures.

**Renter** ..... **Date** .....

**The Polish Club of Denver Representative** ..... **Date** .....

**Witness** ..... **Date** .....

Revised: 01/02/2010

Filename: Rental Contrac \$2100 2009.doc  
Directory: C:\Documents and Settings\HP\_Owner.YOUR-  
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F78BF48CE2\Application Data\Microsoft\Templates\Normal.dotm  
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Subject:  
Author: joe  
Keywords:  
Comments:  
Creation Date: 10/3/2008 6:11:00 PM  
Change Number: 6  
Last Saved On: 5/6/2010 6:47:00 PM  
Last Saved By: HP\_Owner  
Total Editing Time: 12 Minutes  
Last Printed On: 5/6/2010 6:47:00 PM  
As of Last Complete Printing  
Number of Pages: 4  
Number of Words: 2,055 (approx.)  
Number of Characters: 11,720 (approx.)