

Tiffin, Ohio 44883		Tiffin Eagles #402 Rental Agreement		68 Riverside Drive (419) 447-1366	
Renter Last Name		First Name		Date of contract:	
Address		City		State	
zip		Date Requested:		Time requested:	
Hall rental for (circle one)		wedding		special event	
other (if other, specify)		Alt phone number:		Other:	
				Subtotal	
				Total	
Ballroom				\$X00.00	
Hickory room				\$X00.00	
Beer (no kegs)		Number of cases		\$XX.00 per case	
Liquor - wine - champagne		Bottles		Quote	
Cash bar - open bar – other (specify)					
Bartender(s)		Number of bartenders		\$XX.00	
Deposit				\$X00.00	
Day of event \$X00.00 Balance will be billed				\$X00.00	
Cleaning option		Yes - no		\$X0.00 or \$X00.00	
Other					
Special requirements					
				Sub Total	
				Less deposit	
				Tax (if applies)	
				GRAND TOTAL	

Initial

TERMS OF RENTAL CONTRACT

DEPOSIT: The rental contract must be finalized no later than thirty (30) after request for use. The \$100.00 security/cleaning deposit required to secure the rental will be used toward final payment upon final inspection of the hall. Any damages will be charged to the "Renter" at current repair and/or replacement costs.

CANCELLATIONS: If the contract is cancelled within 30 days prior to your reserved date(s) your deposit will be forfeited.

SPECIAL ARRANGEMENTS: The bar will be open at the start of the time of your event and will close 1/2 hour before the event is over or twelve (12) midnight, whichever comes first. **(DRAFT BEER is not available.**

NO ALCOHOL will be brought onto the premises. This is the law. If this rule is violated in any way, the "Tiffin Eagles" reserves the right to cancel the event and the "Renter" will forfeit your security/cleaning deposit.

CHAMPAGNE: If champagne is to be served during your event, you must order it through the Tiffin Eagles.

DECORATIONS: NO DECORATIONS are to be placed on the chandelier in any manner. If any of these rules and/or guidelines are not met, "Renter" will forfeit their deposit.

SECURITY: It is agreed that the "Renter" is responsible for the conduct of the guests of their function while occupying said premises. The "Renter" further agrees to reimburse the "Tiffin Eagles" for any and all damages to the property and/or premises of the "Tiffin Eagles" or their customers property. Damages to any equipment, property will be reimbursed by the "Renter" based on current repair and/or replacement cost(s) of the item(s).

RESPONSIBILITY OF DAMAGES: By signing the contract below, the "Renter" acknowledges full responsibility for damages to the said premises and their customers property during the rental period. In the event that alcoholic beverages are consumed during said rental period, the "Renter" agrees to hold harmless the "Tiffin Eagles" of any injury and/or damage(s) caused by the "Renter" or his/her guests using the facility during the rental period. Any violation of the above rules and/or guidelines will result in forfeiture or your security deposit.

This rental contract is signed and agreed to on the _____ day of _____, in this year of _____

Renters signature: _____

Eagle rep #1 _____

Eagle rep #2 _____

Eagle rep # 3 _____