

## ***McGeady's Town Pub Rental Agreement***

- Capacity:** Our hall seats up to 115 people. The 2<sup>nd</sup> Floor seats 85 guests, the 3<sup>rd</sup> Floor Lounge seats 30 guests. The room rental cost only includes the 2<sup>nd</sup> floor; rental of the third floor is an additional cost of \$100 for 4 hours. No food, beverages, or smoking is allowed on the third floor. There is no elevator in the building.
- Cost:** Sunday through Thursday is \$200; Friday & Saturday is \$300 for 4 hours (excluding 3rd floor). There is a \$50/ hr charge for each additional hour. You must be 21 years of age to rent the facility.
- Price Assurance:** Because our costs may increase, especially if an event is booked months in advance, we guarantee all of our prices for sixty days prior to your event. Should market costs increase for food, labor, or other items, we reserve the right to increase your price to meet our increased costs.
- Cost Includes:** Set-up, clean-up and bartender(s).
- Deposit:** We can hold a date for you for a maximum of 5 days with no deposit. A \$50 deposit as well as a signed rental contract is required to firmly book the hall. The deposit is nonrefundable after seven days have elapsed from the date the contract was signed.
- Remaining Pmt:** Payment for your remaining costs can be made at any time in advance of your event. Otherwise, payment of those remaining costs is due the day before the event.
- Catering:** Our staff will do all food preparation and catering. However, if you bring in any outside food, you will be responsible for handling, serving, and disposing of it, as our staff cannot handle it for liability purposes.
- Food Count:** We will prepare food for the minimum number of persons you guarantee, plus 5% extra. A final count is

required 7 days prior to your event. The meal count will be charged for the guaranteed number of meals or for the actual number of meals if they exceed the guaranteed amount. All remaining food is the possession of McGeady's Town Pub. An 18% gratuity will be added to all catering events. If unforeseen circumstances arise on the day of your event, you will still be responsible for the food portion of your contract.

- Menu:** The attached menu is a suggested menu; however, feel free to request other items,
- Buffets:** There is a 25 person minimum for buffets. If you request a buffet and are not able to meet the minimum, you may incur additional charges.
- Serving:** All buffets are self-serve. We do not provide the personnel to serve cake or desserts. Please ask someone in your party to do so.
- Set-up:** We will cover all tables for events for a \$25 charge.
- DJ:** You may have a DJ provide music for your event. McGeady's Town Pub has one DJ on staff for an additional charge. You are allowed to bring in an outside DJ. There is a \$25 charge for the use of our DJ booth by a DJ not on our staff.
- Decorating:** You may come to decorate the hall any time after 10:00am the day of your event. There can be no use of nails or other fasteners on the walls. We ask you take your decorations with you at the end of your event.
- Usage Period:** You may use the hall for up to four hours on the day of your event (decorating time not included). The bar will close by 1:00am and the hall must be totally vacated by 1:30am.
- Alcoholic Bev:** You or your party may not bring any alcoholic beverages on the premises. All alcoholic beverages will be

dispensed by our staff. The bar will operate as a cash bar, unless other arrangements are made with us in advance (such as purchasing a keg of beer or bottles of wine, supplying drink tickets or running a bar tab for a specified period of time. An 18% service charge will be added to arrangements other than a cash bar).

- Minors:** Minors may attend your event but they must be fully supervised: no running, horseplay or shouting is allowed. Minors are not allowed to consume any alcoholic beverages. If a minor is caught consuming alcoholic on the premises, they will be removed and the event may be discontinued at that time. Proper identification is required to confirm proof of legal age for the consumption of alcoholic beverages.
- Restrooms:** McGeady's Town Pub has rest rooms located on the 2<sup>nd</sup> Level for use during your event.
- Gambling:** No illegal gambling is allowed on our premises.
- Damage:** McGeady's Town Pub reserves the right to inspect and control all private functions. By signing the Rental Hall Agreement, you agree to pay for or replace any item that is destroyed, damaged or stolen during your rental period at McGeady's Town Pub. Such payment must be made within five days following notification. You may inspect the damage, if desired.
- Code of Conduct:** Appropriate behavior is expected at all times during your event. Gross misconduct during your event could result in immediate cessation of your event with no refund.
- Personal items:** McGeady's Town Pub cannot assume responsibility for any damage or loss of any personal items that are brought into our facility. Please make sure that valuables are properly attended to during your event.
- Payment:** We accept payment by cash, check or credit card.

I \_\_\_\_\_, understand and agree to the terms of this contract.

\_\_\_\_\_  
Lessee

Date\_\_\_\_\_

\_\_\_\_\_  
Manager

Date\_\_\_\_\_