

Member

Name \_\_\_\_\_

Non-Member



29 ELM STREET  
MIDDLEBORO, MA 02346  
508-947-9893

### **CONTRACT AGREEMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Business Tel: \_\_\_\_\_

do hereby reserve

(Name of Persons or Organization)

the Banquet Hall at the Mitchell Memorial Club for a \_\_\_\_\_ for approximately \_\_\_\_\_ people  
(Type of event)

on \_\_\_\_\_ from \_\_\_\_\_ AM  
(Start) PM until \_\_\_\_\_ AM  
(End) PM.

A bartender will be present at all functions. Time bartender will be needed: from \_\_\_\_\_ until \_\_\_\_\_.  
Please note: Hall capacity is 140.

Rental fees are as follows: **Members** \_\_\_\_\_ \$250 **Non-Members** \_\_\_\_\_ \$450

All non-members must pay in full the hall rental two weeks prior to the event. If the hall rental is not paid in full, the function will be cancelled, and the deposit forfeited. All payments will be forfeited upon cancellation of the contract 30 days or less before the function.

A security deposit of \$100 is required and refundable within 5 days after the function, contingent upon proper cleaning and no damage to the function hall.

#### **The party or person renting agrees with the Mitchell Memorial Club, Inc. as follows:**

- ◆ No outside professional catering allowed.
- ◆ No smoking allowed in the hall.
- ◆ No drinking allowed on the dance floor or outside premises.
- ◆ No outside alcoholic or other beverages, tonic or mixes allowed.
- ◆ We, the ★MMC★, reserve the right to sell and serve all alcoholic and non-alcoholic beverages exclusively.
- ◆ All underage parties shall be chaperoned at all times.
- ◆ A member who rents the hall must be present for the event and responsible for damages, cleaning and guests. No subleasing the hall.
- ◆ Children are not allowed to play on the ramp or in the parking lot.
- ◆ All decorations and table debris should be removed and placed in trash before leaving the premises.
- ◆ No decorations, tape or adhesives of any type are to be placed on the walls, windows, or ceilings.
- ◆ The hall must be cleaned and vacated by the end time indicated above.
- ◆ All parking must be in the parking lot across the street or lower lot, not in the members' parking lot.

#### **The Mitchell Memorial Club, Inc. agrees to:**

- ◆ Provide the hall for the function scheduled.
- ◆ To supply tables and chairs ample for the scheduled guests and hall capacity.

*By initialing below you certify  
that you have read, understand,  
and agree with all rental rules.*

**THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND REIMBURSE THE MITCHELL MEMORIAL CLUB, INC. ANY LOSSES AND DAMAGES RESULTING FROM THE USE OF THE BUILDING, HALL AND PARKING AREAS BY THE HIRER, HIS AGENTS, SERVANTS, EMPLOYEES, THEIR ASSOCIATES AND GUESTS.**

**THE MITCHELL MEMORIAL CLUB, INC. IS NOT RESPONSIBLE FOR LOST ITEMS OR PERSONAL PROPERTY.**

Dated: \_\_\_\_\_ X \_\_\_\_\_ Lessor X \_\_\_\_\_ Lessee  
Club Manager

DOWN PAYMENT RECEIPT # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

BALANCE DUE AMOUNT \$ \_\_\_\_\_ by \_\_\_\_\_ (date)

FINAL PAYMENT RECEIPT # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**THIS CONTRACT MUST BE RETURNED WITHIN 14 DAYS FROM ISSUE DATE TO  
GUARANTEE RESERVATION.**