



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

☐ Member
☐ Non-Member

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 PM until _____ AM PM.

Please check facilities that will be used: Hall _____ Bar _____ *Kitchen (members only) _____

*Use of the kitchen will be limited to stoves, one refrigerator, and sink only. All supplies to be provided by the Member including cleaning supplies. All areas used must be washed and left clean including any equipment used.

The Club will cater YES ___ No ____ Time bartender will be needed is from _____ until _____.

If there is no bartender or catering then a \$100 security deposit needs to be left with the contract. If there is no damage or cleaning needed then security deposit will be returned.

Rental fees are as follows:	Members	Non-Members
Bartender Daytime (until 4 pm)	\$75 _____	_____
Evening (after 4 pm)	\$100 _____	_____
Kitchen	\$100 _____	Not Available
Hall	\$100 _____	\$300 _____

Please note:
Hall capacity is 140.

All non-members are to pay for hall rental and other fees two weeks prior to the event. All fees to be paid by bank check, money order or cash – no personal checks. Hall fee is waived if event is catered by the Mitchell Club. In consideration I/We agree to the rental cost of \$_____ and hereby make this payment in full. Such payment is forfeited upon cancellation of the contract 90 days or less before the function. (Payment will be returned if the ★MMC★ is able to sublease the space for the time committed). In addition, if the lessee cancels 10 days or less before the function they are liable for all food and miscellaneous expenses incurred by the ★MMC★ for the engagement.

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.
- ◆ To bring into the rented premises no alcoholic or other beverages, tonic or mixes.
- ◆ 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.
- ◆ When a police officer is on duty, the cost is to be borne by the person or persons renting the facility.
- ◆ All decorations and table debris shall will be removed and placed in dumpster before leaving the premises.
- ◆ No decorations, tape or adhesives of any type are to be placed on the walls, windows, or ceilings.
- ◆ No rice, confetti, or substance is to be used on the premises, or open flame of any kind.
- ◆ To vacate the hall at the end of time set.
- ◆ All parking to be in the parking lot across the street, not in member 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 AND HALL 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 \$ _____

BALANCE DUE AMOUNT \$ _____

FINAL PAYMENT RECEIPT # _____ Amount \$ _____

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