

# RENTAL CONTRACT FOR BAINBRIDGE HALL

Bainbridge Hall Corporation called "Lesser" agrees to lease the Bainbridge Hall at 267 Bainbridge Street, Dayton, Montgomery County, Ohio 45402 to:

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
BRIDE'S NAME: \_\_\_\_\_ GROOM'S NAME: \_\_\_\_\_

Hereinafter called "Lessee" on the date \_\_\_\_\_, with the following stipulations:

1. The rental rate shall be \$ \_\_\_\_\_ for a maximum of \_\_\_\_\_ hours. Each hour above the specified maximum shall be \$75 per hour. All events must end by 12 p.m. (midnight).
2. A security deposit of \$ \_\_\_\_\_, is due at the time of booking. In the event of cancellation, **THE SECURITY DEPOSIT IS NON-REFUNDABLE and NON-TRANSFERABLE. Deposit is not part of the rental fee.** Following your function, in the event of an outstanding balance, this deposit shall be applied against monies due Lessee. In the event of no outstanding balance of a credit balance, all excess deposit monies shall be refunded.
3. Lessee agrees to pay the full rental price and cost of supplies two weeks prior to the rental date. All purchases required of the Lessee are as specified in Attachment 1, "Refreshment and Supply Order" at the prices set forth therein. An invoice will be issued following each event reflecting the cost of supplies used. (Containers tapped are considered consumed.) If a lesser quantity of supplies is used a rebate check will be issued. If a greater quantity of supplies is used, Lessee agrees to reimburse Bainbridge Hall Corp. within 30 days.
4. Lessee expects \_\_\_\_\_ number of people to attend this function. (Maximum capacity is 300.)
5. The facilities shall be used only for the following purpose: Approx. Starting Time: \_\_\_\_\_
6. The rental shall include the use of the hall, catering kitchen, coat room, rest rooms, and the parking area. (NO COOKING OF DISH WASHING ALLOWED.) Use of the oven for warming purposes is permitted at an additional charge of \$25. Violations may result in additional charges.
7. Rice, bird seed, party poppers and/or confetti of any kind are not permitted in the building; if used, lessee agrees to pay an additional clean-up charge of \$50.00.
8. All bartenders/ caretakers shall be provided by the lesser at Lessee's expense. A minimum of two are required at every function.
9. No activities shall be held which would bring discredit upon the Knights of Columbus.
10. Lessee shall be responsible for all losses connected with the use of the facilities, including damage to person or property of or by persons entering facilities upon Lessee's invitation, consent or license, and Lessee does hereby agree to indemnify and hold the Lesser harmless from and against any and all claims for any such damage.
11. Lessee agrees that lesser will not be responsible for damage or loss by theft of the Lessee's property or its guests' property.
12. Lessee agrees to provide adequate security of the premises.
13. Lessee and guests shall not use that part of Bainbridge Hall which is marked "Members Only"
14. Lessee agrees that is will protect and save the lesser forever harmless and indemnified against any penalty, damage or charges imposed for any law or ordinance, whether occasioned by the neglect of the Lessee or those holding under Lessee.
15. Lessee will at all times protect, indemnify and save and keep harmless the Lesser against and from all claims, loss, cost, damage or expense arising out of, or from any accident or other occurrence on or about the demised premises causing injury to any person or property whomsoever or whatsoever.
16. Lessee agrees to protect, indemnify, save and keep harmless the Lesser against and from any and all claims and against and from any and all loss, cost, damage, or expense arising out of any failure of the lessee in any respect to comply with and perform all the requirements and provisions of this lease.

THE PROVISIONS OF THE ABOVE LEASE AND RULES SHALL BE ENFORCED BY THE LESSOR'S EMPLOYMENT AND/OR OTHER DESIGNATED AUTHORITY.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_. Cash/Credit/Check # \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_

LESSEE: \_\_\_\_\_ Referred by: \_\_\_\_\_  
LESSOR: Bainbridge Hall

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

8/2005

**Decorations, china, etc. must be removed the evening of the event!!!!!!**

# Bainbridge Hall

## Refreshment and Supply Order

Your order and payment in cash or check is due **TWO WEEKS PRIOR TO YOUR FUNCTION.**  
 The following is a list of supplies available. An itemized invoice will issued the week following your function.

NAME \_\_\_\_\_ TYPE OF PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE RESERVED \_\_\_\_\_ PARTY TIME \_\_\_\_\_ NO. OF PEOPLE \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ BARTENDER TIME IN \_\_\_\_\_

CHURCH \_\_\_\_\_ TIME \_\_\_\_\_ NR. IN WEDDING PARTY \_\_\_\_\_

CATERER \_\_\_\_\_ TIME IN \_\_\_\_\_ MUSIC \_\_\_\_\_ TIME IN \_\_\_\_\_

FLORIST \_\_\_\_\_ TIME IN \_\_\_\_\_ CAKE \_\_\_\_\_ TIME IN \_\_\_\_\_

OTHER DELIVERY \_\_\_\_\_ TIME IN \_\_\_\_\_

**REQUIRED PURCHASES:** Quantity Unit Cost Total

**BAR SERVICE** \_\_\_\_\_ 2.50 per person \_\_\_\_\_

Includes: Glasses, Cocktail Napkins, Stirrers, Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Tonic Water, Club Soda, Orange Juice, Grapefruit Juice, Cranberry Juice, Sweet and Sour Mix, Garnishes and Ice.

**BEER** \_\_\_\_\_

Half Barrels (Approx. 200 12oz. Cups) \_\_\_\_\_ 160.00 \_\_\_\_\_

**CONTAINERS TAPPED WILL BE CONSIDERED CONSUMED.**

**BARTENDERS / CARETAKERS** \_\_\_\_\_

Service time plus one hour. (You must have at least two bartenders for every function.)  
 \_\_\_\_\_ 13.00 per hr ea \_\_\_\_\_

**OPTIONAL PRUCHASES:** Quantity Unit Cost Total

LINEN TABLE COVERS (White, Ivory, and Black)  
 82" \_\_\_\_\_ 54" \_\_\_\_\_

White \_\_\_\_\_ 6.00 ea \_\_\_\_\_  
 Ivory or Black \_\_\_\_\_ 6.50 ea \_\_\_\_\_

FICUS AND TOPIARY TREES (2 - \$50; 4 - \$75; 6 - \$100) (1 Arch- \$25.00) (Dance Floor Lights \$100)  
 (Backdrop w/ or w/out decorations \$25-\$30) (Arch \$25.00) \_\_\_\_\_

SEAT COVERS WITH SASH  
 Full seat cover \_\_\_\_\_ 4.00 ea \_\_\_\_\_  
 Half seat cover \_\_\_\_\_ 3.25 ea \_\_\_\_\_

**all seat covers must be ordered two months before the event.**

Hurricane Centerpiece Rentals \_\_\_\_\_ 3.00 ea \_\_\_\_\_

Large Round Globes Rentals or Large Flat Round Globes \_\_\_\_\_ 2.00 ea \_\_\_\_\_

Small Round Globes Rentals or Small Flat Round Globes \_\_\_\_\_ 1.00 ea \_\_\_\_\_

Dripless candles must be used with all the above.

12" Dripless Candles \_\_\_\_\_ 1.50 ea \_\_\_\_\_

15" Round Mirror Rentals \_\_\_\_\_ 2.50 ea \_\_\_\_\_

12" Square Mirror Rentals \_\_\_\_\_ 1.50 ea \_\_\_\_\_

Gift Wishing Well \_\_\_\_\_ 0.00 ea \_\_\_\_\_

Plastic Table Skirting \_\_\_\_\_ 7.25 ea \_\_\_\_\_

Linen Napkins (various colors) \_\_\_\_\_ 0.50 ea \_\_\_\_\_

Use of Coffee Urns (100 Cup Capacity) \_\_\_\_\_ 5.00 ea \_\_\_\_\_

Serving Dishes for Chips & Pretzels \_\_\_\_\_ 8.00 per 100 \_\_\_\_\_

Coffee Cups (6oz.) \_\_\_\_\_ 6.00 per 100 \_\_\_\_\_

Champagne Glasses (Plastic) \_\_\_\_\_ 0.25 ea \_\_\_\_\_

Use of Oven \_\_\_\_\_ 25.00 \_\_\_\_\_

We all so have Paper Dinner Napkins (white) \$4.00, 9" Styrofoam Plates \$10.00,

6" Styrofoam Plates \$6.00, and Heavy Duty Plastic Silverware \$7.50 \_\_\_\_\_ per 100 \_\_\_\_\_

**TOTAL AMOUNT OF ORDER** \$ \_\_\_\_\_  
**SALES TAX** \_\_\_\_\_  
**RENTAL FEE** \_\_\_\_\_  
**GRAND TOTAL** \$ \_\_\_\_\_

DATE PAID \_\_\_\_\_

# Rental Information

## Bainbridge Hall

267 Bainbridge Street, Dayton, Ohio 45402-2208

Office Hours 10:00 A.M. to 2:00 P.M. Mon. –Fri.

Phone: (937) 224-8566

### Facilities:

The hall is available for parties, receptions, meetings, trade shows, seminars, etc.  
No fund raisers.

### The Hall Includes:

- ❖ Modern round and oblong tables and chairs
- ❖ Catering kitchen
- ❖ Bar facilities
- ❖ Dance floor area
- ❖ Seating capacity up to 300
- ❖ Standard clean up
- ❖ Lighted parking lot
- ❖ Facilities assigned for handicapped

### Fees:

	Rental	Security Deposit
Holiday Rentals (Sun - Sat)	\$735.00	\$ 300.00
Saturday (8 hrs Maximum)	\$ 735.00	\$ 300.00
Fri. & Sat. Combination (6 & 8 hrs)	\$ 1,000.00	\$ 550.00
Sunday (4 hrs maximum)	\$ 425.00	\$ 250.00
Sunday (8 hrs maximum)	\$ 575.00	\$ 300.00
Friday (6 hrs maximum)	\$ 500.00	\$ 250.00
Monday – Thursday (6 hrs maximum)	\$ 275.00	\$ 150.00
Saturday (8 hrs maximum) Jan thru March (For limited time)	\$ 550.00	\$ 300.00

**Set up time is part of rental time.**

**Each hour above specified maximum is \$75.00.**

**Use of stove, for warming only, is \$25.00.**

**No cooking or dishwashing permitted.**

**Caterers are required to leave kitchen in original condition and remove trash.**

**All events must end by 12:00 midnight.**

**Security deposit is not part of rental fee.**

The deposit is required at time of booking and will be returned 1-2 weeks following function. Deposits are non-refundable and non-transferable if event is cancelled.

## Decorations dos and don'ts

- ❖ Nothing attached to walls and ceiling.
- ❖ You can use the ceiling tracking to hang things on.
- ❖ Anything free-standing is okay.
- ❖ If candles are used (other than ours), candles must not be higher than holders. No open flame.
- ❖ If using candles you must use holders.
- ❖ **Can not use any party poppers, bird seed, rice, or confetti.**
- ❖ You can use flower peddles, real or fake.
- ❖ If using candies (mints, heresy kisses, or etc.), please put them in some kind of baggie, or keep them to a minimum on the tables.
- ❖ **All items must be taken down and out of the room at the end of night.**

**All items that are not property of hall, decorations, china, food, etc., must be removed evening of event.**