

**SONS OF ERIN**

**COLLEEN HALL RENTAL AGREEMENT**

**FACILITY DESCRIPTION:** The air conditioned Colleen Hall holds up to 125 people seated at round tables. This capacity allows enough room for a dance floor, buffet table, and D.J. Services of a bartender are included. Tablecloths are available for a fee of \$5.00 each. **There is a kitchen that includes a commercial refrigerator and gas range with two ovens available for an extra \$100.00 fee. A deposit of \$100.00 is required and is refundable if kitchen is cleaned after use.** Rental hours are on a 5 hour basis and may not run later than 11:00 pm.

**RULES:** All rentals must be filled out by a Club member who must be in attendance on the day of the event. Arrangements for booking and set-up are to be made through the Club manager at (413) 537-0490. **Bookings are not confirmed until the rental agreement is completed and the rental fee is paid in full. A \$100.00 fee will be charged for canceled events with less than 30 days notice.**

1. All alcohol must be purchased from the Sons of Erin. NO KEGS ALLOWED.
2. Positive ID is required. Minors are not permitted to consume alcoholic beverages. Anyone under 21 doing so or any person purchasing alcohol for a minor will be asked to leave.
3. No decorations are to be hung from the ceiling, walls, beams, or stage front.
4. You are responsible for disposing of party goods in receptacles provided.
5. You are responsible for cleaning the kitchen and equipment you have used. Failure to do so results in loss of deposit.
6. NO GAMBLING OF ANY KIND PERMITTED.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Event date \_\_\_\_\_ Set up time \_\_\_\_\_ Start time \_\_\_\_\_

Type of party \_\_\_\_\_ # of guests \_\_\_\_\_

Will you require use of kitchen? \_\_\_\_\_ (\$100 fee + \$100 refundable deposit)

Tablecloths needed? \_\_\_\_\_ (\$5 each) Do you plan to use a caterer? \_\_\_\_\_  
name

Will you require a cash bar ? \_\_\_\_\_ Open bar? \_\_\_\_\_ No bar? \_\_\_\_\_

Do you plan to have a live band? \_\_\_\_\_ D.J.? \_\_\_\_\_ No music? \_\_\_\_\_

I have read and understand these rules and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR SOE USE ONLY

\_\_\_\_\_ \$\_\_\_\_\_ Rental Fee  
\_\_\_\_\_ \$100 Kitchen Use Fee  
\_\_\_\_\_ \$100 Kitchen Cleaning Deposit (Refundable)

*Revised May 2024*