

Sokol Hall

411 Crestmont Street, Reading, PA 19611 * 610-375-4500 * www.readingsokol.org

AGREEMENT FOR USE OF THE SOKOL HALL

Approved by SCS Inc.

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by and between SCS Inc. organized and acting under authority of the statutes of the State of Pennsylvania, and the Code of Ordinances of the City of Reading, Pennsylvania, hereinafter known as the "Lessor" and

NAME: _____ PHONE _____

ADDRESS _____

CITY, STATE, & ZIP _____

Herein referred to as "Lessee".

WITNESSETH THAT

1. Lessor in consideration of the covenants made by Lessee herein, hereby leases to Lessee for use by said Lessee the Banquet Hall/Gym and use of parking lot for Lessee and Lessee's guests, and only on the date/s following:

<u>SPACE</u>	<u>DAY/DATE</u>	<u>TIME (building is to be unlocked)</u>	<u>PURPOSE</u>
Banquet Hall/Gym	_____	_____	_____
Decorating	_____	_____	<u>Decorating Only</u>

2. **FEES:** Lessor upon payment of \$50 non-refundable deposit fee, plus a security deposit of \$100, agrees to permit Lessee to have exclusive use of the space described above. The security deposit is refundable within 4 weeks after the rental date, provided there is no damage done to the facility during the Lessee's time of rental.
3. **RESERVATION TERMS:** Your security deposit along with this signed agreement is due within ten (10) calendar days after making your reservation. The balance is due no later than sixty (60) calendar days prior to your rental date. If the balance is not received within the allotted time, SCS Inc. reserves the right to keep your security deposit, automatically forfeit your reservation rights, and re-open the rental date for usage. If event date is less than 60 days from the date of this contract, the full amount must be made upon signing the contract.
4. **MINIMUM AGE:** Lessee must be twenty-one (21) years of age to rent the facility and provide proper identification (i.e. valid driver's license).
5. **HOURS OF USE:** The facility is available for use at 8:00 a.m., but you MUST schedule your arrival with the Banquet Manager at 610-375-4500. Events must end at midnight and the facility must be vacated and locked by 1:00 a.m.
6. **ALCOHOLIC BEVERAGES:** Lessee and/or guests may not bring any alcoholic beverages on the premises. All alcoholic beverages will be dispensed by SCS staff. A contract for bar service must be signed by the Lessee if alcoholic beverages will be served.
7. **MINORS:** Minors may attend your event. However, they must be fully supervised. Minors are not allowed to consume any alcoholic beverages. Proper identification is required to confirm proof of legal age for the consumption of alcoholic beverages.
8. **FOOD:** The SCS or their employees are not responsible for food which is delivered ahead of the scheduled activity or left after the activity.
9. **DECORATIONS:** There can be no use of tape (other than painters or masking tape) nails, or fasteners on the walls. Balloons must be tethered to prevent interference with the alarm and air circulation systems. No confetti, glitter, or birdseed is allowed. No open flame candles are allowed (i.e. tapers). Votive candles may be used.

- 10. **CLEANUP:** The Lessee is responsible for cleanup of the refreshment area if used, removal of all trash and decorations. All trash must be bagged (in bags provided) and deposited in the dumpster behind the building. A \$75 cleanup fee will be charged if the Lessee chooses not to clean up after their event.
- 11. **FURNISHINGS:** The Lessee is responsible for setting up tables and chairs and is responsible for cleanup and taking down tables and chairs.
- 12. **SMOKING:** Smoking is strictly prohibited inside the hall/gym.
- 13. **CANCELLATION:** Should you decide to cancel your reservation, the amount received is refundable upon written request to the SCS hall manager for their approval, a minimum of sixty (60) calendar days prior to your rental date. No rain checks or refunds will be given due to bad weather or late cancellations. Approval of this Agreement has been granted with the understanding that SCS Inc. reserves the right to cancel this Agreement, with or without notice, and refund all monies paid in the event that the facility becomes unavailable because of some physical condition. If you violate any of the terms or conditions of this Agreement, SCS Inc. shall have the right to immediately terminate this Agreement without notice or refund, and SCS Inc. may pursue all of its rights and remedies of law or in equity including, without limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of these premises and to indemnify and hold said Lessor harmless from and against any judgment based on any such claims.
- 14. **PERSONAL PROPERTY:** Lessor assumes no responsibility whatsoever for any property placed in or on said premises by Lessee and/or Lessee's guests and Lessor is hereby expressly released and discharged by Lessee from any and all liability for any such loss. All personal property must be removed from the premises at the conclusion of the event.
- 15. **RIGHT OF REFUSAL:** Any matters not covered by said rules and regulations in this agreement shall be at the discretion of SCS Inc.. The Sokol Hall is available for rent for wedding receptions, showers, banquets, meetings, and the like. It is also available for rent for athletic activities. SCS Inc. reserves the right to refuse rental of this facility.
- 16. **ADMISSION FEES, TICKETS, DONATIONS, ETC:** No tickets, admission charges, or donations will be allowed at the Sokol Hall, unless a written letter is submitted for SCS Inc. approval. It is MANDATORY that your request is submitted in writing a minimum of sixty (60) calendar days prior to your event.
- 17. **GAMBLING:** No illegal gambling is allowed on our premises. The only gambling that is permitted is provided by, and limited by State of Pennsylvania statutes.
- 18. **PAYMENT:** We accept cash or checks.

LESSEE: I agree to the above terms and conditions.

I INTEND TO SERVE ALCOHOL AT THIS EVENT (Signed Contract for Bar Service attached)

Signed: _____ Date: _____

I DO NOT INTEND TO SERVE ALCOHOL AT THIS EVENT

Signed: _____ Date: _____

LESSOR: SCS Inc.

Security Deposit Paid _____ **Receipt Number** _____ **Date** _____

Received by _____

Rental Fee Paid _____ **Receipt Number** _____ **Date** _____

Received by _____

*****THERE WILL BE A \$25 SERVICE FEE CHARGED FOR ALL RETURNED CHECKS*****