



# HALL RENTAL AGREEMENT



HENRY J. SWEENEY POST #2  
251 Maple Street  
Manchester, NH 03103  
(603) 623-9145

Renter / Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone or Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Number to Attend: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

## RENTAL TERMS

- Rental of the hall for a function where *alcohol* will be served, will require the use of the post bar and post bartenders. **All alcoholic beverages served, must be purchased from the Post.**  
Initial: \_\_\_\_\_
- No *alcoholic* beverages shall be consumed in the parking lot or taken outside the hall.**  
Initial: \_\_\_\_\_
- Renters providing their own **non-alcoholic** beverages, will be assessed a **\$30.00 surcharge.**  
Initial: \_\_\_\_\_
- A deposit of \$100** will be required for rental of hall and is due at the time this Agreement is signed. This deposit **will not** be refunded if the function is cancelled, or if the balance due is not paid, within two (2) weeks of the function date.
- A separate **SECURITY DEPOSIT** of **\$100** will also be required at the time this Agreement is signed. Renter will be responsible for any and all costs associated with repairing any damage done to Post caused by Renter. This **SECURITY DEPOSIT** will be used to offset the cost to repair any damage caused by Renter or if tables and chairs are not put back in place and Renter will be liable for any such costs that exceed the Security Deposit. The Security Deposit or balance thereof, will be refunded during the month following the event or the event being cancelled.
- All decorations and property of Sweeney Post must remain in place (not including tables and chairs). **Renters may rearrange tables and chairs as needed to suit Renters needs, but MUST put them back in place after the event. If this is not done, Renter will forfeit security deposit.** Initial: \_\_\_\_\_
- No decorations may be placed on the ceilings or walls.**  
Initial: \_\_\_\_\_

