

**Rental Agreement**  
**St. Thomas Cultural Center**  
92 McClintock Street  
New Britain, Ct. 06053  
860-505-8591  
[stthomasassvrianchurch@gmail.com](mailto:stthomasassvrianchurch@gmail.com)

1. The maximum occupancy of the hall is 220 for banquet-type seating.
2. In order to reserve the hall, this signed contract and a \$400.00 deposit must be submitted to the hall officer.  
**THIS DEPOSIT IS FORFEITED IF THE EVENT IS CANCELLED.**
3. Balance of rental fee must be submitted 4 weeks prior to rental date and must be paid in cash or by certified check.
4. **The Hall needs to be returned in the condition it was received.** The \$400.00 damage deposit fee will be refunded within approximately 2 weeks, if all rental conditions are met. Conversely, if all regulations are not followed, the damage deposit will be retained by St. Thomas Cultural Center. The renter will be liable for any damage or loss in excess of the damage deposit amount and will be billed accordingly. Please read the clean up portion of the rental contract.
5. Hanging decorations from the light fixtures is not allowed. Should there be any damages or losses incurred, the renter will be liable for any damage or loss in excess of the damage deposit amount and will be billed accordingly for the difference.
6. The SALE of liquor is prohibited NO KEGS ARE ALLOWED!
7. The hall must be closed at 12:00 a.m.
8. Before leaving, the renter is responsible for a walk through with hall caretaker to ensure the fire exit door is closed, all doors are locked, windows are shut, the fan is off, all lights are turned off, the stove is turned off, the kitchen is clean, chairs are in place, tabletops are wiped off, and all debris is picked up.
9. Absolutely No Combustibles, Flammables, Open Flames or Fog Machines are allowed. No DJ towers allowed.
10. Our hall custodian, manager or representative may be present during rental period and enter hall at any time.
11. DISORDERLY CONDUCT WILL NOT BE TOLERATED AND WILL SERVE AS SUFFICIENT REASON TO TERMINATE YOUR FUNCTION WITH NO REIMBERSEMNT OF ANY KIND.
12. SMOKING IS PROHIBITED IN THE HALL. BE SURE TO HONOR THIS VERY IMPORTANT POLICY!
13. The Renter agrees to indemnify and to hold St. Thomas Cultural Center, The Holy Apostolic Catholic Church of the East and St. Thomas Parish harmless of all costs, damages, judgments, attorney's fees or any other liabilities incurred on the premises during the rental period stated.

## CLEAN UP REQUIRED AFTER EVENT

1. Hall needs to be returned in condition it was received.
2. Remove all decorations and items Renter brought into the hall.
3. Clean all tabletops and leave tables standing.
4. All trash needs to be placed in plastic trash bags (provided) then thrown in dumpster. Place recyclable cans and glass in appropriate recycling containers.
5. Wipe off any chairs as needed.
6. Wipe off the counters in bar area, empty coolers, and wipe up and/or sweep floor.
7. If liquor has been served and there is spillage on the floor, it is the responsibility of the Renter to see that the floors are wiped clean and not left sticky.
8. If the kitchen has been used, make sure everything is returned to its original order, including wiping counters, stove, sweeping floor, etc.
9. Make sure restrooms are clean.

I HEREBY AGREE TO THE CONDITIONS FOR RENTAL AND SIGNIFY THAT ALL INFORMATION SUPPLIED BY ME IS TRUE AND CORRECT. I ASSUME ALL LIABILITY FOR THE CONDUCT OF MY GUESTS AND FOR DAMAGES INCURRED WHILE HALL IS RENTED IN MY NAME.

Date and Time of Rental: \_\_\_\_\_

Renter's Name (Print): \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Address/P.O. Box: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Down Payment: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Cell Phone : \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Hall Officer: \_\_\_\_\_ Date: \_\_\_\_\_