

Port 5 National Association of Veterans – Hall Rental Contract – [PORT 5 MEMBERS](#)

69 Brewster Street • Bridgeport, CT 06605 • 203-576-9366

Renter Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of guests (no more than 100): \_\_\_\_\_

Catering: In-House Catering - Port 5 Galley \_\_\_\_\_ Outside Catering \_\_\_\_\_

Bar Type: Cash Bar \_\_\_\_\_ Open Bar \_\_\_\_\_

Soda Package: Yes \_\_\_\_\_ No \_\_\_\_\_ *Soda Package \$50*

Extra Time: Yes \_\_\_\_\_ No \_\_\_\_\_ *Extra Time: + \_\_\_\_\_ hour(s)*

For office use only

Initial Deposit: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Second Payment: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Third Payment: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Final Payment: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Bartender Fee: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Bartender Gratuity: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Soda Package: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Extra Time: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Any Additional Items: \$ \_\_\_\_\_ DT \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

⇒ Additional Items: \_\_\_\_\_

**Hall Rental Total: \$ \_\_\_\_\_**

I, \_\_\_\_\_, understand and agree to the terms and conditions of this contract.

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

Port 5 Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PORT 5 HALL RENTAL CONTRACT TERMS – [PORT 5 MEMBERS](#)

### FEES

- Hall Rental Fee:
  - \$300
- Private Bartender Fee:
  - \$100
- Extra Time:
  - Hall - \$125/hour
- A non-refundable deposit of \$100 must be paid at the time of booking.
- Any remaining balances must be paid at the conclusion of the event
- Bartender fee and gratuity is paid **SEPARATELY** to the bartender at the conclusion of the event.
- All fees must be paid by cash or check.

Renter Initials: \_\_\_\_\_

### TIME

- Hall is rented out in four-hour increments and must fall within the 12:00pm to 11:00pm timeframe
- Extra time can be added on for an additional fee, but must be pre-approved at least one week in advance.
- Access to the hall for setup begins one hour prior to the rental start time
- Cleanup of the hall must be completed within 30 minutes of the rental end time

Renter Initials: \_\_\_\_\_

### GENERAL CLUB GUIDELINES

- Bartender and hall monitor will be furnished by Port 5 and is **required** for every rental.
- Port 5 reserves the right to refuse service to anyone.
- Minors under the age of 21 must be supervised at all times while on club premises – including outdoor areas.
- The dock area and upper deck are for Port 5 members only.
- Alcoholic beverages purchased from Port 5 are not permitted to leave club premises.
- Low-level entertainment or behavior is not allowed anywhere on club premises.
- Gambling is not permitted anywhere on club premises
- Outside alcohol, soft drinks, mixers or water bottles may not be brought on to or consumed anywhere on club premises. **Violation of this rule will result in the rental being shut-down.**
- Cannabis or illegal drugs may not be brought on to or consumed on club premises. **Violation of this rule will result in the rental being shut-down.**
- Food trucks are not permitted.
- Catering arrangements with the Port 5 Galley are separate from this contract. Any questions or concerns regarding their services must be directed to the Port 5-Galley staff.
- Any questions or concerns regarding the use of the hall must be directed to the Port 5 bar manager.

Renter Initials: \_\_\_\_\_

### HALL RULES

- Contract signer must be present at the event from start to finish
- The Port 5 kitchen cannot be used under any circumstances.
  - This includes use of the stove, oven, sinks, prep areas, refrigerators, coolware, utensils, or serveware.
  - Outside caterers must bring their own supplies and are not to enter the Port 5 kitchen at any time.
- Port 5 Audio Visual equipment cannot be used under any circumstances.
- The ice maker located in the hall is for Port 5 use only.
- Renter and guests may not touch or rearrange anything mounted on the walls, including the curtains.
- Renter and guests may not touch or move the POW/MIA table and American flag located in the back corner of the hall.
- Tablecloths must be used to cover any and all tables used.
  - Port 5 does not supply tablecloths.
- No decorations allowed on the walls or ceiling.
- No confetti or glitter allowed, including balloons with confetti or glitter inside of them.
- All decorations must be removed at the end of the event.
- All garbage pails must be emptied and re-bagged.
- All garbage must to be taken out to the dumpster.
- Floors must be swept.
- Hall must be vacated no later than 30 minutes after rental end time.
- Hall must be left setup in the same condition as found
  - Ten round tables and 8 chairs at each

Renter Initials: \_\_\_\_\_