

# Upper room Rental Agreement

Date of event \_\_\_\_\_ Day of the week \_\_\_\_\_ Type function \_\_\_\_\_  
Name \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Start time \_\_\_\_\_ Ending time \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_

The following is a listing of specific terms/arrangements that will be discussed in detail.

## Room Rental

\_\_\_\_\_ (3 hours) \$125. Extra time \$50.00 per hour \_\_\_\_.  
**\$75.00 non refundable deposit is required at the time of booking.**  
**Due to new CT state tax laws ,rentals are subject to 7.35% sales tax**

**NOTE:** Entry for decorating is approximately one (1) hour prior to scheduled event time. Clean up of the hall will be completed no later than one-half hour past rental time. This will include everything except for vacuuming. An additional assessment fee will be incurred for each additional one-half hour past allocated rental time.

**Confetti or Bubbles and no Tape on any of the walls or furniture items are permitted**

**BAR** All liquor will be purchased through Joanna's .

**Tab Bar** \_\_\_\_\_ **Cash Bar** \_\_\_\_\_

All prices subject to 7.35%% sales tax & 20% Gratuity

**NOTE:** Staff will not serve alcoholic beverages to minors, adults serving minors, patrons who cannot prove age with valid picture identification, and patrons who appear intoxicated.

Signing of this agreement indicates that all aspects of the hall rental have been discussed and understood, also indicates that the customer will abide by all regulations of the rental. The owner of Joanna's Banquet will not be held liable for any lost, stolen or damaged personal items or be held liable for any personal injuries. The signing of this agreement indicates that the customer will abide by all local, state and federal regulations and laws. Any fines, penalties or legal ramifications will be the sole responsibility of the customer.

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Booked by / date

Amount of deposit \_\_\_\_\_ Method of payment \_\_\_\_\_ Check# \_\_\_\_\_ Cash \$ \_\_\_\_\_

Location 145 Main Street Somersville, CT 06072

**(Mailing Address: 435 South Road, Somers, CT 06071)**

[www.joannasbanquets.com](http://www.joannasbanquets.com) 860-763-5060

**Please sign and return contract with deposit.**

This date stated in the above contract will be held for a maximum of one week after verbal conformation.

**Division of Joanne's LLC**