



**White Eagle Benevolent Society, Inc.**  
**487 Delaware Avenue**  
**Kingston, N. Y. 12401**  
**(845) 338-4038**

***HALL RENTAL AGREEMENT***

I, \_\_\_\_\_, upon renting the White Eagle Benevolent Society Hall on \_\_\_\_\_ do hereby agree to the following conditions:

The Hall will be rented for four (4) hours. Any extension of time will result in a charge of fifty (\$50.00) Dollars per hour for each additional hour and at the discretion of the White Eagle Benevolent Society. \_\_\_\_\_

Three (3) weeks prior to the affair, a time must be set for the start and finish of the affair. \_\_\_\_\_

One week before the affair final arrangements on head count, set up, menu, bar arrangements, etc. will be confirmed with the White Eagle agent. \_\_\_\_\_

Any Items that are for sale by the White Eagle cannot be brought to the event. (IE. Beer and Soda) \_\_\_\_\_

No Items will be sold on the premises without the prior consent of the White Eagle Benevolent Society. \_\_\_\_\_

All Events must be invitation only; there will be no advertising or charging at the door or in advance. \_\_\_\_\_

Decorations: There will be no decorations hung from the ceiling, light fixtures, chandelier, mirrors or walls. If balloons are used they can be secured to the tables or chairs. They may not be released to the ceiling. Absolutely NO confetti will be allowed. \_\_\_\_\_

No Linens are included. \_\_\_\_\_

Band or DJ: Will set up the day of the event and break down the same day or night. \_\_\_\_\_

Children under the age of twenty-one (21) years will not be allowed in the barroom. \_\_\_\_\_

Parties for Person under 18 years of age, Adequate Adult supervision is required at ALL times. \_\_\_\_\_

Parents must have control of all small children. \_\_\_\_\_

The Renter is responsible for all damages or theft of any property or items belonging to the White Eagle Benevolent Society done by Renter or any members of Renter's party during the said affair. \_\_\_\_\_

The Renter agrees that the White Eagle Benevolent Society reserves the right to refuse service or may evict any person causing a disturbance or threatening the White Eagle Staff or patrons of the Society. \_\_\_\_\_

The Renter agrees that no alcoholic beverages will be served to any person under the age of twenty-one (21) years by the bartender, or any member of the party, and if the situation exists, the bars will be closed to the party and no further alcohol will be served during the remainder of the affair. \_\_\_\_\_

The Renter agrees that the White Eagle Benevolent Society reserves the right to refuse alcohol to any person whom they feel is visibly intoxicated and if a confrontation arises and becomes out of control, the bars will be closed to the party and no further alcohol will be served during the remainder of the affair. \_\_\_\_\_

The Renter agrees that the White Eagle Benevolent Society has no liability in the event of an injury to a member or guest of the event. \_\_\_\_\_

A Deposit is required when the Agreement is signed between the Renter and a representative of the Board of Trustees of the Society. A date will not be held for more than fourteen (14) days without a deposit of 50% of the rental. \_\_\_\_\_

A Separate Security/Clean up *Deposit* of \$75 will be collected at time of Agreement and will be returned after inspection of the hall. Any violations of fore mentioned rules will be grounds for forfeit of deposit \_\_\_\_\_

All food cost must be paid at least one week before the event and is non-refundable \_\_\_\_\_

The balance of the bill will be paid at the conclusion of the affair. \_\_\_\_\_

Cancellation Policy:

100% if canceled 8 weeks before the event

Less than 8 weeks 0% refunded.

In the event of an emergency (i.e. Family Death) A refund or rescheduling maybe arranged with the approval of the Board, however all perishable food expenses will be forfeited. \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
White Eagle Benevolent  
Society Representative

