



THE MARCELLA COMMUNITY CLUB ("MCC") RENTAL CONTRACT

SECURITY DEPOSIT and **RENTAL CONTRACT** are due when the date is booked.

RENTAL FEE is due no less than seven days prior to the rental date.

RENTAL RATE: \$300.00 Cash or Check, or Credit Card \$312.00

SECURITY DEPOSIT: \$150.00 Cash or Check, or Credit Card \$154.50

HOUSE RULES AND REGULATIONS

1. All fees are due in advance. Renter pays all bank charges for returned checks, payments by credit card will have a 3% surcharge.
2. **NO Liquor/Beer** may be brought into or on the grounds of MCC per ABC rules and regulations. A bartender is available, if you need one. See below for fees.
3. All chairs and tables must be returned to their proper storage space in the closet next to the stage before you leave. (Tables go into the closet first in the back, the chairs are to be stacked in the roll-away rack and put in the closet last)
4. **DO NOT** PUT THUMBTRACKS, NAILS, STAPLES, ETC INTO THE WALLS. USE SCOTCH TAPE, IF NEEDED FOR DECORATIONS.
5. Your security deposit will be returned to you upon satisfactory inspection by the rental officer or appointee. If it is determined that there is damage to MCC grounds, buildings or its contents, or cleaning rules have not been followed, your deposit will be forfeit. MCC's Executive Board will make the final decision if any controversy arises from the final inspection.
6. MCC's Executive Board may enter the building at any time during your rental.
7. MCC Members (renter) **MUST** be on premises at **ALL** times during the rental period.

_____ Bartender(s) \$100.00 ea. Qty: _____	Tent Rental: _____ 10 x 30 \$100.00 ea. (2 available)
_____ Outdoor Bar Set-Up	_____ 10 x 20 \$100.00 (only 1 available)
_____ Open Bar _____ Cash Bar _____	_____ Fire Pit: \$75.00 (seasonal)
_____ Server(s) \$60.00 ea. 1 server needed per 25 guests	_____ Clean Up: \$150.00
_____ Gratuity Recommended	

Date of Function: _____ Start Time: _____

Approx. # of Guests: _____ Type of Function: _____

Renters Name: _____

Address: _____

I understand that with the rental of the Marcella Community Club ("MCC"), extreme care will be taken to observe the rules set forth in this contract and that I am responsible for all the property belonging to MCC. I agree to the above fees, Rules & Regulations, and cleaning rules. I accept the financial responsibility for any damage or improper cleanup to the MCC property.

Signature: _____ Phone#: _____

**Please sign & return contract with Security deposit fees to:
Marcella Community Club, P.O. Box 83, Hibernia NJ 07842**

For Office User Only: Payments Received

Security Deposit	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____
Rental Fee:	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____
Bartender(s):	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____
Tent Rental:	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____
Fire Pit:	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____
Server(s):	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____
Clean Up:	\$ _____	Date: _____	Type of Payment: _____	Rec'd by: _____

Total Due: \$ _____ Date: _____

BAR REQUESTS: _____