

**Ryal Side Civic Association
Hall Rental Agreement**

1. Person renting the hall **must be in attendance at the stated function at all times** and will be responsible for:
 - a. All damages to the hall and property. **NO** placing tape, thumbtacks, nails, screws, or staples on walls. Please use existing ceiling clips and permanent hooks provided by club.
 - b. The Civic Center is a **smoke free** facility. No smoking of any type.
 - c. Cleaning up the hall after use and taking all rubbish that is generated, including bathrooms.
 - d. **Parking: Please be aware of the designated spaces of the Civic Center directly in front of building. Please pull as close to building/bushes (5 cars maximum in upper lot). All other guest parking in lower lot. Please adhere to cones and signs. Please be courteous to our neighbors. Parking on street is governed by the City of Beverly Parking Ordinances. DO NOT park on both sides of the street blocking the emergency vehicles access. Vehicles are subject to being towed. You are responsible for your guests.**
 - e. Shut off inside lights, air conditioner, and **make sure thermostat is set to 55** when leaving premises. Renters are **not authorized** to turn off the heat.
 - f. All activities may start no earlier than 9:00 am and must end no later than 10:00 pm.
 - g. Alcohol is not permitted outside of the building and must be consume **responsibly**.
2. Renters agree that if behavior is deemed to be discourteous to our neighbors, creating a safety issue, violating laws of the Commonwealth or City of Beverly ordinances, or violating terms of this agreement, the function can be ceased immediately at the discretion of the RSCA Board.
3. For RSCA members, a \$125 donation will be accepted for the use of the hall for the first 4 hours and \$25.00 for each additional hour. A refundable security deposit of \$50 is due with rental agreement. The donation for Associate members is \$150. The donation for non-members renters is \$175. A refundable security deposit of \$50.00 is due with rental agreement. **Security deposit must be a separate check.** Upon a thorough inspection of hall and as long as the provisions of **a thru f** have been adhered to, security deposit check will be destroyed or returned to the renter.
4. There are 10 6' folding tables and 40 folding chairs available in closet and are to be returned to closet at the end of rental. Additional chairs and tables are available upon request.
5. Your personalized door code will be provided to you the day before your rental. Your code will be active 15 minutes before and 15 minutes after your rental time.
6. In case of emergency, please contact **Todd Rotondo 978-578-7477**
7. **Cancellation Policy:** We must be notified **1 week** prior to your function to receive your security deposit check back.

Type of Function: _____
Number of people (not to exceed 60 people) _____ Date of
Function: _____
Begin Time: _____ End Time: _____
Renter's Name: _____
Renter's Address: _____
Renter's Phone: _____

I am reserving the hall of the Ryal Side Civic Association and agree to all the conditions above. I fully understand that my security deposit of \$50 will not be returned if any of these conditions are not met upon satisfaction of the Association

Signature: _____ Date _____