



Banquet Hall Rental Agreement

Please note: Due to COVID-19 All banquet hall rentals MUST follow Health Dept. and Governor Guidelines for social gatherings. Please practice social distancing to the extent possible and use of face coverings.

Terms and Conditions:

1. **Banquet Hall Facility.** During the terms of the rental period, the renting party shall have the exclusive use and enjoyment of the banquet hall located at the Disability Action Center, hereinafter DAC, 102 Benoni Ave., Fairmont, WV. This includes the use of the restrooms, tables, chairs, lights, and electrical outlets. Limited kitchen use is also provided under the terms of this agreement and includes the use of 2 refrigerators for storage or cooling, counter space and prep area, electrical outlets and/or ovens and microwave for warming, sinks, and service area/counter. The rental party is not permitted to use the stove top, oven for cooking, utensils, plates, dish liquid, pot holders, towels, wash cloths, and all other unspecified kitchen supplies. Rental of the Banquet Hall is limited to the left wing of the building which includes the kitchen, banquet hall, and accessible restrooms. Renters and their guests shall use the entrance to the banquet hall located to the left of the facility. The main corridor and all other facility space is NOT included in the banquet hall rental.
2. **Parking:** Limited parking is available in front of the DAC and in the grass and small lot directly across from the building on Benoni Ave. Parking is not permitted at the Fairmont Bowling Center. Additional Parking is available for free at the Mid City Parking Lot adjacent to the Fairmont Bowling Center Parking lot. Please park beyond the guardrail when utilizing the Mid-City Lot.
3. **Rental Period and Fees:** Rates as are follows:
DAC Board Member and Staff: A rental fee of \$100 for an event up to 5 hours (including clean up and set up time). Each additional hour needed will be \$50 per hour and a maximum daily use of no more than 8 hours. No deposit required. Contract must be signed to book the date.
General DAC Member: A rental fee of \$100 for an event up to 5 hours (including clean up and set up time). Each additional hour needed will be \$50 per hour and a maximum daily use of no more than 8 hours. \$25 non-refundable deposit required. Contract must be signed to book the date.

Non-DAC Member: A rental fee of \$200 for an event up to 5 hours (including clean up and set up time). Each additional hour needed will be \$50 per hour and a maximum daily use of no more than 8 hours. \$25 non-refundable deposit required. Down payment of 50% (at least \$100) due at contract signing. Contract must be signed to book the date.

Rental hours are Monday through Saturday 9 a.m. to 9 p.m. and Sunday 10 a.m. to 6 p.m.

Membership must be originated during Membership drive at the start of each new year, not for purposes of Banquet Hall Rental.

4. **Security Deposit:** A \$25 non-refundable deposit is due at the time of booking to ensure/hold your event's booking and to cover any damages or re-cleaning that may arise due to your event. **Applies to General DAC Members and Non-DAC Members.**
5. **Maximum Capacity:** The Banquet hall will hold no more than 125 persons at one time.
6. **Decorations:** The only decorations permitted in the banquet hall must be placed on the floors or table. No tape is permitted on the walls or ceilings of the banquet hall. Please make specific requests to the director in regards to hanging decorations from the ceiling brackets.
7. **Damages:** The renting party shall be responsible for any and all damages to the banquet hall including but not limited to the floors, carpeting, walls, tables, chairs, appliances, and restrooms.
8. **Cleaning:** The renting party is required to perform general cleaning of the banquet hall and kitchen to include disposing of garbage by gathering and taking garbage to the dumpster, cleaning of tables and chairs, washing dishes, cleaning kitchen counters and service area, and vacuuming as needed. **A table set-up and post-event cleaning checklist must be completed by the renting party and approved by DAC staff. Set up information will be completed at contract/booking and the cleaning checklist must be signed at close of event inspection.**
9. **Cancellation:** A ten (10) day notice of cancellations, prior to the date of the event, is required by the renting party.
10. **Alcoholic Beverages:** **Absolutely NO** Alcoholic Beverages are permitted in the banquet hall or on the premises of the DAC.
11. **Smoking:** **Absolutely NO** Smoking is permitted in the banquet hall or on the premises of the DAC.

Renting Party

Name _____
Address _____
Telephone _____
Email _____
Event _____
Date _____ Time _____ Total Hours _____
Renter Signature _____

DAC Staff _____
Title _____
Deposit _____ Cash _____ Check No. _____
Staff Signature _____