



# Societa Di Unione E Beneficenza Italiana

Italian Benevolent Society Inc. 1881

## Rental Agreement for Italian Picnic Grounds

**Please read this three page document in its entirety, as you will be held to all of its terms.**

The following items must be sent at the time you book your scheduled event. Mail to: The Italian Benevolent Society, P.O. Box 2132, Jackson, CA 95642.

1. Check or money order in the amount of 25% of the price of the rental made payable to The Italian Benevolent Society.
2. Signed and dated Rental Agreement (this entire document with signatures and date on page 3).
3. Certified Copy of liability insurance policy for the rental property in the amount of \$1,000,000 for the rental event. **Must cover the entire time you are on the grounds, including setup and take down.** Refer to *IBS Insurance Requirements* document for complete details.

**Full payment of all monies is to be made no less than thirty days prior to your event. If you cancel your event less than thirty days before your event we reserve the right to charge you a 25% cancellation fee.**

**Included in the Grounds rental are:** outside tables, benches, power, lights, water, outdoor stage, beer bar and bathrooms.

**Included in the Hall rental are:** inside tables, chairs, power, lights, heating and cooling, kitchen and bathrooms. The Dining Hall Bar is also available.

**Cleaning Deposit:** The cleaning deposit for the rental property is separate and is equal to that of the rental fee. All or part of these monies may be kept upon unsatisfactory inspection of rental property. Unsatisfactory inspection includes, but is not limited to: failure to clean all areas rented, including bathrooms, and any damage to any property.

**Decorating setup and clean up:** This can be done the day prior to and the day following your event, providing the grounds are not rented that day, and provided your liability insurance policy has included this day in the coverage period. If decorating and set-up require more than one day, you will be charged a rate equal to half of the day rate of the use of the property. Cleanup **MUST** be completed by noon the day after your event.

**In Addition, the Italian Benevolent Society asks that:**

1. All outside benches and tables to be stacked under the beer bar before leaving.
2. All inside chairs and tables to be stacked before leaving.
3. No inside tables or chairs will be used outside the hall, no outside picnic tables or benches are to be used inside the hall.
4. The hall and kitchen shall be swept and mopped after the event.
5. The restrooms shall be cleaned and mopped after the event.
6. Heating and cooling shall be turned off after your event.
7. All windows are to be closed and locked.
8. No electrical or duct tape may be used on the hall floor. **Absolutely nothing is to be attached in any way what-so-ever to acoustic tiles in the hall. Masking tape and scotch tape (cellophane) can be used to attach items to hall walls only. Tacks, staples and nails are not to be used in the hall.**
9. All decorations to be removed and put in trash.
10. Tenants are required to supply all **55 Gallon trash can liners**. All trash/garbage cans must be emptied into garbage dumpster behind the dining hall. The Italian Society will remove garbage from dumpster only.
11. All doors locked and gates closed and locked.
12. No vehicles on lawn areas. Use parking lots for vehicles only. Additionally, there will be NO PARKING in designated areas marked with caution cones.
13. No wood or iron stakes, pipe, tent pegs, etc. to be driven into ground in lawn areas.
14. **Keys: You and you alone are responsible for the keys. Do not give them to anyone. They must be returned by you during the walk through after your event.**
15. A 30-day notice of cancellation of the event is required or your 25% will be forfeited.
16. If an alcohol beverage control license is necessary, the I.B.S. has the first right of refusal to run the bar. There is also a mandatory \$100.00 fee, payable to I.B.S. for any ABC license required. For private events not requiring an ABC license there will be no sales of alcohol under ANY circumstances. All parties being served alcohol shall be of legal drinking age.
17. We will require a cleaning deposit check in the amount equal to the rental fee, as referenced on page 1 of this document. All Checks will be deposited by the IBS. Upon satisfactory inspection, I.B.S. will issue a check for your deposit or remainder of your deposit.
18. **NO ENTRANCE OR EXIT DOORS SHALL BE BLOCKED ON THE INSIDE OR OUTSIDE OF THE HALL DURING ANY EVENT**

**The undersigned agrees to the terms set forth above**

Tenant \_\_\_\_\_ Date \_\_\_\_\_ IBS AGENT \_\_\_\_\_ Date \_\_\_\_\_



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## RENTAL AGREEMENT

**Please check one:**

Grounds \$400/per pay \_\_\_\_

Hall with Grounds \$700/per day \_\_\_\_

Hall with Grounds and Kitchen \$900/ per day \_\_\_\_

Hall with Grounds ½ day non-weekend \$400/ per day \_\_\_\_

The Italian Benevolent Society, herein also referred to as I.B.S., enters into an agreement with \_\_\_\_\_ for use of the Italian Benevolent Society’s facilities on the date(s) of \_\_\_\_\_. The renter agrees to pay \$\_\_\_\_\_ for said use. Usage subject to terms and conditions outlined in this agreement. **Dates and times must be confirmed with the I.B.S. via email or telephone prior to sending deposit funds to us.**

The renting party has read and agrees to all matters disclosed in the rental agreement provided to the renting party, and accepts all responsibilities for any and all damages incurred.

**Agent for the Italian Benevolent Society:**

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

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

**TENANT:**

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

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

Phone Number: \_\_\_\_\_

Please mail a check or money order with this contract for \$\_\_\_\_\_ (25% of the rental fee).

**Make payable to: The Italian Benevolent Society**  
**Mail to: Italian Benevolent Society, P.O. Box 2132, Jackson, CA 95642**