



THE POLISH CLUB, INC
Hall Rental Application
3040 22nd Street
San Francisco, CA 94110

Rental Fee Schedule

All checks payable to “The Polish Club”

Rental of the Polish Club includes use of the main hall and stage, the entry hall, the bar room, the kitchen, bathrooms and parking lot. Renters shall not have access to the balcony or any storage areas. **All windows must remain closed at all times.**

Maximum capacity: 120 Persons

Hall Rental Fees:

	Monday – Thursday	Friday and Non Weekend Holidays	Saturday and Sunday (10am-midnight)
Birthdays/ Quinceañera		\$1,300.00 (5pm to midnight)	\$1,500.00
Corporate Meetings (4hr block)	\$300.00	\$500.00	\$500.00
Non-Profit Groups	\$25/hr, 3 hr minimum	\$800.00	\$1,000.00
All Others	\$35/hr, 3 hr minimum	\$1,000.00	\$1,200.00
All Rentals require a \$100.00 non-refundable reservation fee. If Lessee requests Hall to be opened more than once for an event, Lessee will be charged an additional \$35.00 per hour with no incremental discount available.			

Fees Due By: All rental fees must be **paid in full 30 days** prior to the event date.

Non-Refundable Reservation Fee: A **\$100.00** non-refundable reservation fee is required in order to secure your event date. This cash fee is required at the time of submission of the application to rent the hall. *If cancellation of the event is necessary, notification to The Polish Club, Inc. must be RECEIVED in writing at least 14 days in advance of the reserved date for a refund of the paid fees and does not include the \$100.00 reservation fee. The Notification must be signed by the individual who signed the rental agreement or their legal representative.*

Hall Cleaning: Lessee is responsible for wiping down all tables and chairs provided by the Polish Club. Lessee is responsible for wiping down the bar and kitchen areas if these facilities are used. Lessee is also responsible for cleaning up all trash on the premises and putting it into black plastic garbage bags provided by The Polish Club. All such trash should be deposited into the outside garbage bins. Lessee must also keep the parking lot free of trash and debris. If the trash is not picked up from both the premises and the parking lot and deposited into the outside trash bins, an additional amount will be deducted from the security deposit.

Deposit Requirements

Deposit: A cleaning deposit of **\$600.00** is required for all events. **\$100.00** is kept for cleaning the Hall. The remaining deposit is returned within 2 weeks after the Hall has been inspected, cleaned and any damages repaired. The deposit is due **30 days** prior to the event date. Initial _____

Other Requirements

1. **Time of Usage:** All renters must abide by the hours quoted in their contracts. These rental hours are also outlined in the Hall Rental Fees section above. If the event goes beyond the agreed to hours, an additional **\$100.00** per hour will be charged. Discounts for increments will not be allowed.
2. **Indemnity Agreement:** Lessee agrees to indemnify and holds the Lessor and the property of the Lessor, including the facilities, free and harmless from any and all liability for injury to or death of any person, including Lessee and the employees of Lessee, or for damage to the property arising from the use and occupancy of the facilities by Lessee and employee of Lessee, in or about the facilities with the express or implied consent of Lessee. Initial _____
3. **Assignment and Subletting:** Lessee shall not assign or sublet the facilities or any interest therein without first obtaining the written consent of Lessor. A consent by Lessor to one assignment or subletting shall not be deemed to be a consent to any subsequent assignment or subletting. An assignment or subletting without the written consent of Lessor, or an assignment or subletting by operation of law, shall be void and shall, at the option of the Lessor, terminate this lease. Lessor's consent will not be unreasonably withheld. Initial _____

4. **Use:** Lessee shall not permit the facilities or any part thereof to be used for:
 - a) the conduct of any offensive, noisy, or dangerous activity Initial _____
 - b) the creation of maintenance of a public nuisance Initial _____
 - c) anything which is against any laws or rules or regulations of any public authority at any time applicable to the facilities Initial _____
 - d) any purpose or in any manner which will obstruct, interfere with, or infringe on the rights of neighbors Initial _____

5. **Sale of Alcoholic Beverages:** An Alcoholic Beverage Control Daily License is required if alcoholic beverages will be sold. It is the responsibility of the individual who signed the rental agreement to provide proof of the daily license at least 14 days prior to the event. The cost for the liquor license is the responsibility of the renter. (www.abc.ca.gov/forms) Initial _____

6. **Security Guards:** Security Guards **are required** for all events where alcoholic beverages are sold. Security Guards **are also required** when the Hall is rented for a **Quinceañera**. We require one (1) security guard per 100 people. It is the responsibility of the individual who signed the rental agreement to provide proof that a security guard has been hired at least 21 days prior to the event. The cost for hiring a security guard is the responsibility of the renter. Initial _____

7. **Cleaning and Trash:** The Polish Club will provide plastic bags for the trash containers. Should a container be filled during an event, the renter is expected to change the bag and remove the garbage so garbage does not overflow onto the floor. Lessee is responsible for SEPARATING trash into appropriate **recycle bins**, wiping down the bar and kitchen area as well as the tables and chairs. If this is not done, an additional fee of **\$100.00** will be added to the \$100.00 cleaning fee that is a part of the **\$600.00** cleaning deposit. Initial _____

8. **Decorations:** Decorations are allowed, however nothing may be used that will damage the walls, windows, woodwork, doors or ceilings of the building. All decorations must be removed after the event ends. No smoke, water or mist devices are allowed. Any damages left by decorations will result in an additional amount deducted from the deposit. The renter will be responsible for the full cost of any repairs. Initial _____

9. **Children:** Children must be under the supervision of an adult at all times, whether they are inside and especially outside of the building. Initial _____

10. **Music:** Owing to the building's residential location, no music exceeding sixty (60) decibels is allowed. Initial _____

11. **Tables and Chairs:** The Hall does provide tables and chairs for the use of the renter. It is the responsibility of the renter to set up the chairs and tables prior to the event. After the event, all the tables and chairs must be wiped down and cleaned but do not have to be restacked. If the renter does not clean the tables and chairs they will be charged an additional **\$100.00**. Initial _____

Additional Polish Club Rental Policies

The Polish Club, Inc. has set forth the following policies with respect to rental and other uses of the Polish Club:

Rights and Priorities of Use:

- 1) Anyone or any group can rent the Polish Club on a first come first serve basis.
- 2) Rentals can be pre-empted in the event of a declared emergency. In this event, all deposits and rental fees shall be refunded for any party who is unable to use the hall during the emergency.

Fees and Payments:

- 1) All fees shall be paid in accordance with the published rental rates and deposits listed on the front page of the agreement.
- 2) Polish Club Owner Organizations (PNA, St. Stanislaus Benevolent Society and Literary and Dramatic Circle) requesting the use of the Polish Club for business activities will not be charged a rental fee but will be responsible for the cleaning costs of the Hall following their activity.
- 3) Non-profit groups wishing to take advantage of the reduced rates must provide a copy of their 501(c)(3) status as well as a copy of their liability insurance information upon reserving the Hall.

Cleaning and Damage Assessment:

- 1) Each renter is required to do a pre-rental walk through with an agent of the Polish Club to assess any existing issues that might be present with the building. Any existing issues must be noted in writing signed by the renter and the Polish Club agent during this walk through to avoid subsequent assessment against your deposit.
- 2) After each event, the Club cleaning contractor will clean the area and report any changes to the conditions of the building. The renter may be charged for the cost to fix, repair, or clean any damage or detrimental condition found by the cleaning staff and confirmed by the Polish Club. This includes, but is not limited to, wall and floor damage, excess garbage and appliance damage.
- 3) Each rental fee contains an allowance for building cleaning. Any cleaning costs in excess of that allowance will be taken out of the deposit. Any cleaning or repair damages in excess of the deposit are the responsibility of the renter and/or the insurance company of the renter.
- 4) Any fees assessed for cleaning or damage may be appealed to the Polish Club Board of Directors.

DATE OF RESERVATION _____

NAME OF LESSEE _____

ID # AND EXP DATE _____

ADDRESS _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

DATE OF EVENT _____

TIME OF EVENT _____

RENTAL AMOUNT _____

RESERVATION FEE _____
(This amount is deducted from your reservation fee if the Club is rented. The money is kept if the Club is not ultimately rented.)

CLEANING DEPOSIT _____
(\$100 of which is NON-refundable)

The POLISH CLUB, INC. agrees to rent the facilities located at 3040 22nd Street, San Francisco, CA, on the terms and conditions of lease set forth in this document. Lessee hereby acknowledges that he/she has read and signed all terms and conditions of lease and agrees to abide thereby.

SIGNATURE OF LESSEE _____

SIGNATURE OF AUTHORIZED AGENT _____

SIGNATURE DATE _____