



FUNCTION HALL RENTAL REGULATIONS

1. The rental period will be for four (4) hours. Additional hours may be added at the discretion of the function hall manager, at \$50.00 per hour.
2. Heat and air conditioning will be provided for one (1) hour prior to the rental time, not to be provided for decorating the hall prior to the function.
3. Use of the kitchen and bar areas are prohibited without the permission of the organization prior to the rental, and a \$50 security deposit.
4. Absolutely NO alcoholic beverages are allowed to be brought onto the premises or to leave the building. State law deems that ONLY the AOH can dispense alcoholic beverages on the premises. A full service bar is provided by the AOH only.
5. ONLY TABLE DECORATIONS are allowed at any function. Streamers, wall decorations, paper or metallic confetti is NOT allowed at any function.
6. A janitor will be provided for the clean-up of tables, floors and trash barrels after the function.
7. DUE TO INSURANCE LIABILITIES the organization will provide set up of your tables and chairs prior to the function. Please contact the Bar Manager to confirm your floor plan within 2 weeks of the event. To avoid injury to you or your guests and to avoid damage to the hardwood floors and carpeting, we ask that you NOT move furniture.
8. Two separate deposits are required upon the signing of this agreement:
 - ? A \$50 deposit will reserve the function hall for the date in question
 - ? A second \$50 security deposit is required to ensure against damage and theft during your event. After your event, and upon approval, your security check will either be deposited or destroyed, based on the condition of the premise after your function.

The balance in full must be paid .to the bar manager PRIOR to the start of your event. Any cancellation after booking will forfeit the deposit.
9. Entertainment at all functions must be approved by the A.O.H.

ANCIENT ORDER OF THE HIBERNIANS



FUNCTION HALL RENTAL AGREEMENT

Rental Date _____

Name _____

Address _____

City _____ State _____

Phone # _____

Function Purpose _____

Time of Function _____

Guest Count _____

Entertainment _____

Floor Plan:

8 Seat Guest Tables _____ Head Table _____
Buffet Tables _____ Appetizer Table _____
Dessert Table _____ Gift Table _____ Cake Table _____

This agreement must be signed and returned with the deposits required within two weeks of your event. Any cancellation after this agreement is signed, forfeits this deposit.

I have read the rental agreement and regulations and agree to abide by them:

Renter Signature _____ Date _____

Return to Function Hall Manager at the address below.

58 LOWELL ST.

PEABODY, MA 01960

978-531-7680



ANCIENT ORDER OF THE HIBERNIANS



RENTAL FEE_____

BARTENDER FEE_____

CLEANING FEE_____

HALL DEPOSIT_____

SECURITY DEPOSIT_____

HALL EVENT ATTENDANT _____

BALANCE DUE_____

58 LOWELL ST.

PEABODY, MA 01960

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