



HALL RENTAL AGREEMENT

Associação Caboverdiana - 235 Linen Avenue, Bridgeport, CT 06604

Email: info@acveb.org | Website: www.acveb.org

Applicant Name: _____

Company/Organization: _____

Address: _____

Phone: _____ Email: _____

Caterer Name If Applicable: _____ Phone: _____

DATE OF USE: _____ Time: _____ People Expected: _____ (Max 180/88 seat)

Indicate the nature of the event, business status, and membership status (if applicable):

_____ Wedding / Reception / Party _____ Nonprofit _____ Chamber Member
_____ Meeting / Class _____ Business _____ Annual Supporter
_____ Other _____ Government _____ Practice

Terms & General Rules

The hall is rented between 8 AM and 12 AM unless other arrangements are approved. Setup and cleanup outside the stated hours require approval and may incur additional charges. To ensure access to the hall at 8 AM the day of the event, keys can be checked out the day before at the Cape Verdean Club between 5 PM and 7 PM. All events must be concluded by 12 AM unless other arrangements with the Executive's staff are confirmed in writing. All vendors, equipment, and visitors must be out of the building by 12:30 AM. The renter is responsible for any damage to the hall during the rented timeframe and is solely the responsibility of the renter. Associação Caboverdiana reserves the right to bill the renter for any damages.

Hall Restrictions

1. Associação Caboverdiana must be able to operate without interference. This means noise needs to be kept at a reasonable level.
2. The Hall is a NON-smoking facility.
3. Minor children are NOT allowed to use the BAR without appropriate parental supervision.
4. No alcoholic beverages will be brought into or removed from the premises by the renter
5. All alcoholic beverages will be purchased and served through the Club.
6. No nails, tacks, glitter, adhesives, glues, 3M removable fasteners, or tape can be used on the walls, floors, or trusses.
7. Damage to the building will result in additional charges.
8. Renters are not allowed to decorate the Hall for their event without permission from the Hall Coordinator / Representative and must state the type of materials being used for the decoration.

Exterior Restrictions

1. No alcohol or any type of beverage is allowed outside
2. No wind-driven objects are allowed (ex. Balloons, Windssocks, Kites, etc.).
3. No signage that flashes, luminescent, fluorescent, or phosphorescent including day-glow and neon paints.
4. Temporary signs can be no larger than 24 square feet (ex. 3x8, 2x12, 4x6). The sale of merchandise is not allowed without a **city business license**.

Cancellation Policy: To receive a full refund of the rental fee, your cancellation must be received in writing or by phone at least 2 months (60 days) before your reservation date. Thereafter, a cancellation fee will be deducted from the rental refund on the following schedule: Cancel (45 days = 75% Refund) Cancel (1 month = 50%) Cancel (20 days = 0%)

Hall Rental Fee Structure	Non-Members	ACEB Member
Wedding, reception, and Parties	\$600	\$300
Cleaning	\$100	\$50
Bartender	\$100	\$50
- Social gathering (rate per hour)	\$60	\$30
- Meeting or Class (rate per hour)	\$50	\$25
- Others (rate per hour)	\$50	\$25

Security Deposit

A **Security Deposit for non-members** for **\$300.00** must be received within the 7 days of booking or the reservation will be subject to cancellation. ACEB member's **Security Deposit is \$200.00**. You will be refunded within 1-2 days after your reservation date. (Please refer to Hall Restrictions above and the attached Maintenance Checklist).

Hall Rental Application & Payment Schedule

Your **Hall Rental Application** must be submitted to and approved by the Rental Coordinator and Committees. For reservations made less than 3 months (90 days) before the event date, the hall rental fee is due in full at the time of booking and in addition to the security deposit (see above). For reservations made more than 90 days (3 months) in advance of the event date, 50% of the rental fee is due at the time of booking. The remaining balance is due 30 days before the event date. If full payment is not received within 10 days of the payment due date (refer to the schedule at the bottom of this page for applicable due dates), your reservation will be subject to cancellation.

Lost Keys

Keys lost and/or not returned will incur a \$100 fee!

By signing below, I acknowledge that I have read, understood, and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: _____ Date: _____

Approved by: _____ Date: _____

Associação Caboverdiana - 235 Linen Avenue, Bridgeport, CT 06604

Mail: PO Box 6241, Bridgeport CT 06606

Email: info@acveb.org

Hall Coordinator: José Cabral

Phone: 203-260-8683

Officer Use Only:

Payment Schedule Application Date: _____ Rental Fee: _____

Security Deposit Amount: _____ Due on: _____ Received: _____

Cleaning Amount: _____ Due on: _____ Received: _____

Bartender Amount: _____ Due on: _____ Received: _____

Rental Deposit: Amount: _____ Due on: _____ Received: _____

Final Payment: Amount: _____ Due on: _____ Received: _____

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HALL RENTAL MAINTENANCE CHECKLIST

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Email: info@acveb.org | Website: www.acveb.org

RENTER NAME: _____ **DATE of USE:** _____

To receive your deposit refund, ACEB Maintenance staff will inspect the hall after your event and check that your group completed the following items.

- _____ Personal & kitchen belongings items removed
- _____ Food removed from the Hall
- _____ All decoration to be removed
- _____ No food or any other solid material on the floor
- _____ Doors are locked

Officer Use Only:

No Issues Damage

Description of Damage/Other issues:

Inspected by _____ **Date/Time:** _____

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