



AMERICAN POLISH CLUB “SOBIESKI”

4725 Lake Worth Road, Lake Worth FL 33461

Grand Ballroom

Crystal Room



This agreement is made and entered into jointly by _____ (client)

American Polish Club “SOBIESKI” located at 4725 Lake Worth Rd, Lake Worth FL 33461.

Date of the event: _____ **Grand Ballroom** _____ **Crystal Room** _____

CONTRACT CONDITIONS: All events agreements are made upon and subject to the rules and regulations of American Polish Club (the banquetwood hall) and the following conditions:

CONFIRMATION OF RESERVATION: All group bookings require a sign contract along with **\$500.00 down payment for ballroom & \$300.00 down payment for Crystal Room.** Otherwise, group space is subject to release without further notice.

PAYMENT: Final payment is due by check 14 days prior to the event, by cash 8 days prior to the event.

One bill for all the charges will be given to the Account (the client) unless prior

GUEST COUNT GUARANTEES: Final guest count must be submitted seven (7) business days prior to the event.

EVENT TIME & LENGTH: The event shall begin promptly at the contracted time, and the function room or area shall be vacated at the indicated closing time. **Should the time be extended, the Client will bear \$50.00 per 15 minutes as additional costs.**

CANCELATION POLICY: In the event of Client cancellation, American Polish Club will give a full refund of Client's paid Down payment if cancelation notice is received within seven (7) days of the date on sign contract.

After seven (7) days down payment is non refundable.

SET-UP: Set-up requirements and specifications will be coordinated by American Polish Club management.

DAMAGES: Client is responsible for damages to or on the American Polish Club property or injury to Club staff and guests by the Client and/or the Client's guests.

CONTRACTUAL LIABILITY: Performance of this Event Agreement is contingent upon the availability of the American Polish Club Management to complete the same, and is subject to labor troubles, disputes, or strikes, accidents, government (federal, state or municipal) requisitions upon travel, transportation of foods, beverages or suppliers, inclement weather, "Acts of God "and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In no event shall the American Polish Club, its parent subsidiaries, affiliated and related entities and their respective directors, officers, employees and/or agents be liable for loss of profit or for other similar or dissimilar collateral, consequential or incidental damages whether based on breach of contract, warranty or otherwise.

LOST & FOUND: American Polish Club "SOBIESKI" will not be held liable for damage, destruction, or loss of any Merchandise or property left in the property by the Client or Client's guests after the event.

INSURANCE: On a case by case basis, based upon the nature and activities of Client's event, American Polish Club may require that Client obtain, maintained and provide evidence of insurance in amounts sufficient to provide coverage for any liabilities arising out of or resulting from its obligation pursuant to this Agreement. Client shall provide its certificate of insurance, meeting the obligations as requested by the Club, no less than seven (7) days prior to the event.

Since American Polish Club "SOBIESKI" is committed to assuring you that your upcoming event will be the best it can be we must review with you our responsibilities regarding the service of alcohol.

These laws have been set forth by the state of Florida and affect both open and cash bars.

You are committed to following the law not only to protect yourselves as Client and all your guests.

The following guidelines will be imposed:

No minor may be served any alcoholic beverages. They are not allowed to have alcohol served to them by a parent, legal aged family member or friend. If this does occur, event manager will notified proper authorities and ask that minor and offending adult to leave. In case of multiple offense American Polish Club “SOBIESKI” RESERVE THE RIGHT TO SHOTDOWN THE EVENT BEFORE ORIGINAL CONTRACT TIME.

Any guest who has had too much to drink will be cut off from further alcohol service.
To assure that you do not serve guests under 21, instruct your bartenders to ask for ID from anyone who does not Appear at least 25. Please ask any of your younger looking guests to bring their ID with them. This includes anyone in the Bridal Party or even family members of the guests of honor.

Please understand the few policies that we have just outline are not meant to ruin anyone's good time. These policies are in place so you do not break any laws that could open us or your guests to criminal prosecution or you as the host, to possible lawsuits.

FOOD & BEVERAGE: American Polish Club is not responsible for any food or beverages brought in by the client or the catering company hired by the client. Client agrees to indemnify and hold the American Polish Club, its parent Subsidiaries, affiliated and related entities and their respective directors, officers, employees and/or agents harmless from any and all claims, demands, losses, cost and damages of every kind arising out of, or in connection with food or beverages supplied by the client or outside vendors hired by the client.
NO GLASS CONTAINERS ARE PROMITED AT THE EVENT (BEER CANS ARE OK)

Grand Ballroom Hall Rental: (Maximum 300 ppl)

Mon-Thur \$150.00 per Hr Min 4Hr (must be done by 2:00am)		\$150.00		
Friday all day rental (10:00am -2:00am) including cleanup or (optional club cleanup \$200)		\$1,700.00		
Saturday all day rental (10:00am -2:00am) including cleanup or (optional club cleanup \$200)		\$2,500.00		
Service Fee (apply only to hourly rental Mon – Thur)		\$200.00		
Cork Fee		\$300.00		
Kitchen Rental (Ovens and stoves not applicable)		\$200.00		
Security Guards (6:00 PM - 2:00 AM)		Included		
Security Deposit (Cleaning/ No damage) Refundable		\$500.00		\$500.00

Are you or your event planer will rent tables or chairs from outside vendors? Yes_____No_____

Total: _____

Crystal Hall Rental: (Maximum 100 ppl)

100 people

Mon-Thur \$125.00 per Hr Min 4Hr (must be done by 2:00am)		\$125.00	
Friday-Saturday \$150.00 per Hr Min. 4 Hr(1Hr set up & 1 Hr optional Clean up)		\$150.00	
Friday all day rental (10:00am -2:00am) including cleanup or (optional club cleanup \$100)		\$850.00	
Saturday all day rental (10:00am -2:00am) including cleanup or (optional club cleanup \$100)		\$1,200.00	
Service Fee (apply only to hourly rental Mon – Thur)		\$100.00	
Cork Fee		\$150.00	
Bar/Kitchen Rental		\$100.00	
Security Guards (6:00 PM - 2:00 AM)		Included	
Security Deposit (Cleaning/ No damage) Refundable		\$300.00	\$300.00

Are you or your event planer will rent tables or chairs from outside vendors? Yes_____No_____

Total: _____

This is to acknowledge the above and received as down payment and security deposit in the sum of :		
(\$ _____)	Date: _____	()CC () Cash () Check
(\$ _____)	Date: _____	() CC() Cash () Check
(\$ _____)	Date: _____	()CC () Cash () Check
(\$ _____)	Date: _____	()CC() Cash () Check
(\$ _____)	Date: _____	()CC() Cash () Check

Client Name: _____
Address: _____
Phone: _____
Email: _____

Manager: _____
4725 Lake Worth Rd, Greenacres FL 33463
P: (561) 967-1116
E: apcrental@outlook.com

FINAL PAYMENT IN FULL DUE 10 DAYS PRIOR OF THE EVENT (Cash, Check, Credit Card)
SECURITY DEPOSIT WILL BE RETURNED BY CLUB MANAGER ON FOLLOWING FRIDAY AFTER 6:00 PM !ORIGINAL DEPOSIT RECEIPT MUST BE SHOWN IN ORDER TO RECEIVE THE SECURITY DEPOSIT

Signature of the Lessee	Date:	American Polish Club Manager	Date:
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