

Assistance League® of Orange
MEMBERS ONLY RENTAL AGREEMENT

We ask your cooperation in abiding by the following rules concerning the use of the Assistance League of Orange (ALO) Chapter House.

1. Room capacity is 126 guests maximum.
2. Dishes washed and kitchen left neat and clean.
3. All trash to be placed in plastic bags and put into ALO dumpster.
4. All doors locked and lights turned off when leaving. Check ladies restroom and basement lights, both stairways.
5. Patio umbrellas closed.
6. Smoking permitted on patio only.
7. Dancing permitted on the patio only. No wax or cornmeal allowed.

NOT ALLOWED

1. No liquor on premises, except champagne, wine and beer. Beer kegs on patio only.
2. No rice or confetti.
3. Do not remove furniture out of the building.
4. No flowers or items of any kind on the piano.
5. No children on inside stairways, patio stairway and balcony.

Donation for building is \$350.00. This does not include fee for setting up and taking down table and chairs.

A security deposit of \$350.00 is required. The deposit will be refunded if property is left clean with no damage or loss.

ALO chapter set up crew is available for set up and take down of tables and chairs at an added fee. Contact Chapter House Chairman if you need this service.

IN THE EVENT OF UNFORESEEN CIRCUMSTANCES SUCH AS FIRE, EARTHQUAKE DAMAGE, ETC., CANCELLATION OF THE AGREEMENT MAY BECOME NECESSARY.

ASSISTANCE LEAGUE OF ORANGE IS NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN DURING THE EVENT.

Date of rental is _____. Deposit and donation checks, made out to Assistance League of Orange, and signed copy of this agreement, should be received 30 days prior to rental date by Chapter House chairman. Date must be cleared by Chapter House Chairman as early as possible.

Name_____ Phone_____

Address_____

I, _____, AGREE TO ABIDE BY THE RULES AS STIPULATED ABOVE.

DATED:_____

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1. Chapter House must be returned to normal and cleaned before leaving.
2. Dishes washed and kitchen left neat and clean. Damp mop floor and vacuum.
There is a mop and vacuum located in the laundry room.
3. Tablecloths must be pretreated for spots, washed and returned within one week.
4. Wash and return dish cloths as soon as possible.
5. All trash to be placed in plastic bags and put in ALO dumpster. (Middle dumpster)
6. All doors locked and lights turned off. Check ladies restroom, basement lights and light over carpeted stairway.
7. Air Conditioners/Heating: There are two controls. The first is for the main Chapter room and is on the wall by the piano. The second control is for the office and kitchen. It is located in the kitchen behind the door that opens to the main room.
8. Patio umbrellas should be closed.
9. No Chapter property is to be removed from premises. No furniture moved out of the building.
10. Microphone is to be set up by Chapter House Chairman.
11. Beer, wine and champagne may be served. Champagne must be opened on the patio.
12. The portable bar on the porch may be used for serving drinks or coffee.
13. Nothing is to be placed on the patio.
14. Dripless candles only. Do not light candles on fireplace mantle or an entry table.
15. Patio light over porch is on a timer. Lights under balcony are turned on in laundry room.
16. 126 guest maximum, as posted.
17. Piano is not to be moved.
18. Antique clock is not to be touched.