



Clubhouse Rental Form

Member Name: _____ Name of Organization: _____

Date Requested: _____ Hours Needed: _____

Description of Activity / Event: _____

Person in Charge of Event: _____

Phone Number for Person in Charge: _____

Email Address for Person in Charge: _____

Number of People Expected at Event: _____

Number of Tables Needed:

Type of Table Set-Up Requested:

Bartender Requested? (circle one) Yes or No

Will the kitchen be used? _____

If you are using a caterer, please provide the name, address, and phone: _____

The building rental fee is \$150 (bar closed), \$250 with a bartender (4 hours, each additional hour is \$10). A \$75 non-refundable deposit is due and payable upon signature of rental agreement, and will be applied to the final bill. Balance is due no later than one week prior to the event.

The building is rented "as is." The renter is responsible for any damage to the building due to neglect or misuse. The renter is responsible for clean-up. The renter may not hold Ponkapoag Civic Association, its directors, or members responsible for accidents on the premises that are beyond our control.

The Ponkapoag Civic Association is a non-smoking building. No candles or open flames are allowed. It is strictly forbidden by state law and the association to bring any alcoholic beverages into the building.

Signature of Renter: _____ Date: _____

Questions?
Contact Jan Cohen
jancoh01@comcast.net
(781) 760-6066
Updated March 2014

Please return form with deposit to:
Ponkapoag Civic Association
Attn: Jan Cohen
PO Box 415
Canton, MA 02021