

**ST. FRANCIS USHERS CLUB
9085 S. MAIN STREET
MCKEAN, PA 16426
814-476-7400
Fax: 814-476-0303**

Banquet Room Contract

Permission is hereby granted to _____ (lessee), to use the St. Francis Ushers Club on the _____ day of _____, 20_____ for the purpose of a four hour function.

A \$300.00 security deposit shall be submitted to the St. Francis Ushers Club upon the signing of this contract. Failure to submit this deposit shall render this contract null and void.

The lessee must guarantee at least 100 people for the price agreed upon with a \$300.00 deposit payable upon the signing of this contract, and the balance due the day of the event.

The management retains the right at all times to supervise and direct the use of the facilities and the refuse to admit or to eject objectionable persons.

The lessee agrees that they will use St. Francis Ushers Club for the sole purpose specified and in a proper and becoming manner, that they will not permit disorderly conduct, any illegal activity, and will prevent all malicious mischief and damages to these facilities.

Lessee agrees not to make any attachment to the structure, walls, or ceiling of the facility for decoration or for any other purpose.

Lessee agrees that only Club Caterers and Bartenders will be used.

Lessee also agrees, if function continues past four hours, the following applies:

- An additional \$100.00 room charge
- An additional \$1.00 per person will be added for every hour over the four hour period.
Banquet room doors open ½ hour prior to the event.

All details will be finalized three weeks prior to the event, the banquet room will be set for the event, and there is to be no moving of furniture.

Lessee accepts all financial responsibility for any damage to the facilities or the furniture or equipment contained herein, if, in the opinion of the St. Francis Ushers Club, such damages are the result of lessee's negligence on the occasion of the event.

Minors shall not request or be served any alcoholic beverages. Guests and entertainers must wear proper attire.

Lessee accepts to pay a charge equivalent of 3% of the total bill if paying by credit card for any party over \$250.00.

Open candles on the table are forbidden (must be in water or have hurricane type cover).

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No food or alcoholic beverages are to be brought in with the exception of dessert items. St. Francis Ushers Club will not be responsible for any lost or stolen articles.

Smoking inside the building is prohibited and no beverages may be taken outside the building.

Thirty (30) days before the event 30% of the estimated total must be paid. Final payment is due the day of the event. Cash or checks only (no credit cards), please make checks payable to St. Francis Ushers Club. A late fee of 2% per day will be assessed for each day payment is late.

Signature of Lessee: _____ **Date:** _____

By: _____ **Date:** _____
Club Manager

In case further information is needed, please fill out the following section:

Print Name: _____
Address: _____

Phone Number: _____
Cell Number: _____