

Banquet and Social Hall Agreement



879 W. Auburn Rd
 Rochester Hills, MI 48307
 (248) 852-8657
 (586) 770-3427

Date of Event: _____

Purpose of Event: _____

Name: _____

Address: _____

Phone # (Home): (____) - _____ - _____

(Cell): (____) - _____ - _____

(Office): (____) - _____ - _____

Email: _____

	Total	Deposit
<input type="checkbox"/> Full Hall: \$500 (Members)		\$250
	\$650 (Non-Members)	\$325
<input type="checkbox"/> Half Hall: \$300 (Members)		\$150
	\$450 (Non-Members)	\$225
<input type="checkbox"/> Kitchen Rental: \$200		

Deposit: _____ (Received)

Paid In Full: _____

(Optional. If chosen, IAGD requires just one check to be paid at the BOOKING, in order to reserve hall.)

1. The Host/Hostess agrees to pay IAGD the sum of \$ _____ as a **DEPOSIT** to be paid at the booking of the premises. No event will be put down on calendar without this **DEPOSIT**.
2. **This Deposit shall be not refunded if the event is cancelled within 30 days of the event.**
3. The balance of \$ _____ will be paid on the day of the event. The Host/Hostess acknowledges that the IAGD shall retain the above mentioned **DEPOSIT** upon cancellation of the event.
4. The Host/Hostess agrees to the terms and conditions set forth in this packet and acknowledges having read the same.
5. The Host/Hostess agrees that this agreement is being made for the purposes of Host/Hostess **ONLY!** It cannot be assigned to anyone other than the person signing this agreement.
6. The Host/Hostess acknowledges that there will be no fund raising at the function, or on IAGD premises, without prior written approval of the IAGD Board of Directors.

7. The Host/Hostess acknowledges that no organization may rent the premises without the prior written approval of the IAGD Board of Directors.
8. The Host/Hostess hereby assumes full responsibility for the characters, acts and conducts of all persons admitted into the premises.
9. IAGD shall not be liable for any damages and or injury to any persons, including death, for any loss of, or damage, to any property belonging to the Host/Hostess.
10. Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.
11. Furthermore, the Host/Hostess agrees to indemnify IAGD and hold harmless its agents, servants, employees, and Executive Officers from and against any and all against all losses, costs, claims, or demands in respect to any injuries, losses or damages that may occur during the duration of this rental.
12. Decorations shall be limited to tables only. **No wall or ceiling decorations shall be allowed.** Any additional decorations shall be allowed at the discretion of the rental committee for proper consideration of the IAGD facility. Damage and/or cleaning costs caused by decorations will be paid by the Host/Hostess.
13. This facility is a **NON-SMOKING** facility and this policy will be strictly enforced. Any violation of this item will result in the forfeit of your security deposit and the particular individual may be asked to leave the facility.
14. Under no circumstances is any type of alcoholic beverage, or illegal drug, allowed on the IAGD premises. Discovery of any such beverages, or illegal drugs, shall be grounds for the immediate termination of this agreement, and cancellation of the event. The Host/Hostess acknowledges that in such circumstance there shall be no refund of any kind, and that the IAGD has the obligation to report any illegal behavior to the responsible authorities.
15. The use of music on IAGD premises is strictly prohibited, and is not allowed.
16. The Host/Hostess shall not permit the premises to be misused.
17. The Host/Hostess acknowledges that he/she shall ensure that the event is conducted in accordance with Islamic principles.

18. The Host/Hostess acknowledges that ONLY the completion and submission of this form ALONG with the deposit will insure your date is confirmed.

Please Sign and Date, acknowledging that you, the Host/Hostess, have received the Rules and Regulations of which IAGD requires you to comply with, in order to grant permission to use the Banquet/Social Hall

X _____ / /
Host's Signature and Date

X _____ / /
(IAGD Social Hall Mgt.)

Event Information:

Date of Event: _____ Time of Event: _____

Occupancy: _____
(Number of Guests)

RULES and REGULATIONS

For Use of IAGD Social Hall

- 1. If half the hall has been selected, there will be a requirement of TWO workers for the event.**
- 2. If the full hall has been selected, there will be a requirement of FOUR workers for the event (Formal Party may require more depending on event).**
- 3. Summary: 2 for Half Hall, 4 for Full Hall, is a MUST.**
- 4. Duties of the Workers Include:**
 - Serving Food and Beverages**
 - Cleaning of the Hall (Mopping, Sweeping, etc)**
 - Trash duties**
 - Any additional services upon reasonable request of Host/Hostess**
- 5. The Host/Hostess is to pay each worker \$10.00 per hour, starting at the time specified for the event.**
- 6. The Host/Hostess is to allow EACH worker, a reasonable period of time to take a break and permit them time to eat.**
- 7. If event has over 400 guests, additional workers may be added at discretion of IAGD Social Hall Management (additional workers to be paid at same rate).**
- 8. Please note: Even after the event has finished, and the host/hostess has left, he/she will still be required to pay each worker for time afterwards to clean up/re-arrange the hall. For this, the Social Hall Management will notify the Host/Hostess of how much time is to be added on for post-event maintenance.**
- 9. Also, in addition to post-event maintenance, if the Basement or any other part of the facility has been used to the point of requiring additional work, the Host/Hostess will be required to pay workers additional (at same rate). As stated before, this will be at the discretion of the Social Hall Management, who will notify the Host/Hostess if this is the case.**

10. There will be an additional charge of \$50.00 per every hour past midnight.

11. Confetti, Glitter, Scotch Tape for decorating is strictly prohibited. (Paint Tape is ok).

Please Sign and Date, acknowledging that you, the Host/Hostess, agree to the terms and conditions set forth by the IAGD Social Hall Management, regarding the Rules and Regulations of use of the IAGD Social Hall

X _____ _/ _/ _
Host's Signature and Date

X _____ _/ _/ _
(IAGD Social Hall Mgt.)