



GCC Dining Hall Rental Agreement

Date of Rental:

Applicant:

If you are not a member who is your sponsoring member:

Telephone

Email

Time of Rental from:

to

Approx. guests

Signature

We are very proud of our facilities and we ask you to help us keep this long-standing tradition intact by following these rules and regulations:

1. Smoking is not allowed in the building
2. Do not use nails, pins, etc to attach decorations to the walls/ceiling.
3. The current kitchen manager has right of first refusal on catered events. A menu must be finalized at least 30 days prior to the event. If the manager declines, you may use and pay for your own caterer. You must then provide all of the items necessary for the event including, but not limited to: dishes, glassware, and utensils. You may not use the kitchen as entry is prohibited. Table linens are not supplied for any event whether catered by current kitchen or outside caterer.
4. The dining hall must be left in the same condition as found or the sponsoring member will be billed for any cleaning or repair costs.
5. The renting member **MUST** be present at all times during the setup, function itself and clean up.

Dining hall rental fee: 1-100 People: \$300

A non-refundable reservation fee of 50% of the rental fee is due after the approval by the Board. Above fee includes the exclusive use of the main dining room facilities on the day and time of the rental.

Return this Agreement to House@glocestercc.com