

Delaware Association of Police Hall Rental Agreement

Renter Contact Information:

Date of Booking: _____

Deposit Due: _____

Date of Rental: _____

Event Type: _____

Number of Guests: _____

Rental times: _____

Member # _____

HALL RENTAL:

Funeral Lunch -\$500 Regular Member - \$500 Social Member - \$600 Non-member -\$700 _____

Friday and Saturday events ending after 10PM require WPD OFFICER for 2 hours (\$200).... _____

Additional Hours: _____ \$75 Member per hour / \$100 Non-member per hour _____

Kitchen Use _____ \$ 100..... _____

BAR PACKAGE:

Cash bar - Guests will be responsible for purchasing their own beverages.....no charge

Draft beer and soda - \$9 per person..... _____

Draft beer, wine and soda - \$12 per person..... _____

Open bar - includes bottled beer, liquor, wine and soda - \$16 per person..... _____

Premium open bar - Everything included in open bar plus premium liquor - \$18 per person..... ****See back for list of premium liquors****

Soda service only - \$50 _____

NOTES: PAYMENTS CAN BE MADE AT www.dapclub.org >

Total rental _____

50% Deposit _____

Balance Due: _____

Renter

DAP Hall Representative

****Please see back for rental terms and conditions****

Hall Rental Terms/Conditions

1. All rental prices include full use of hall and stage for 4 hours. Additional hours are extra. Kitchen us is \$ 100.00
2. DAP provides 14 rounds, 60 inch tables that use 84 inch round tablecloths. Renter is responsible for all linens/tablecloths. We also have several 6ft and 8ft rectangular tables available for use.
3. Renter is responsible for all set up and decorations.
4. Decorations must be free standing only. No taping, tacking, or wiring of any kind to the walls, sconces, or chandeliers. Advertising events on social media is prohibited.
5. **Hall deposits are non-refundable.**
6. Renter must be present during event.
7. No outside beverages are permitted. Use of marijuana is prohibited on DAP property.
8. Excessively loud music will not be tolerated.
9. Any 18 and under events will require a Wilmington Police Officer as a chaperone - Renter will be responsible for all costs.
10. Renters accept full responsibility for their guests and for any damage to the property.
11. DAP staff reserve the right to refuse service to anyone at any time during an event.
12. Management reserves the right to terminate any event at any time if it is deemed necessary.
13. Total balance is due on the day of the event in the form of cash or credit. **No checks are accepted for final payment.**
14. Renter is responsible for leaving the hall and kitchen in the condition it was upon arrival. All trash is to be taken out at the end of the function. The renter is responsible for trash in the parking lot. A clean up fee may be added.
15. A service charge of 18% will be added to all bar packages.
16. No shots or shooters will be served in the DAP Hall.
17. The bar closes 15 minutes prior to the end of the event.
18. The Renter has no more than 1 hour prior to the event for setup, and one hour after for cleanup.
19. If available, a key may be picked up the night before the event after 5PM. A \$ 25.00 refundable deposit is required. Entry time must be confirmed.
20. Table setup must be submitted 48 hours prior to the event. Any changes requested after the room is set up will have a \$ 35.00 fee for the cleaning person to return.

Premium open bar packages include:

Grey Goose, Crown Royal, Hennessy, Johnny Walker, Gran Marnier, Jack Daniels Single Barrel,
Jameson, Makers Mark, Tullamore Dew, Sambuca

For decorations/balloons/characters: Kool Beans, Etc. 302-654-8590

Catering suggestions: You are free to use anyone you wish.

Janssens Market – Megan catering manager 302-654-9941 EXT 3

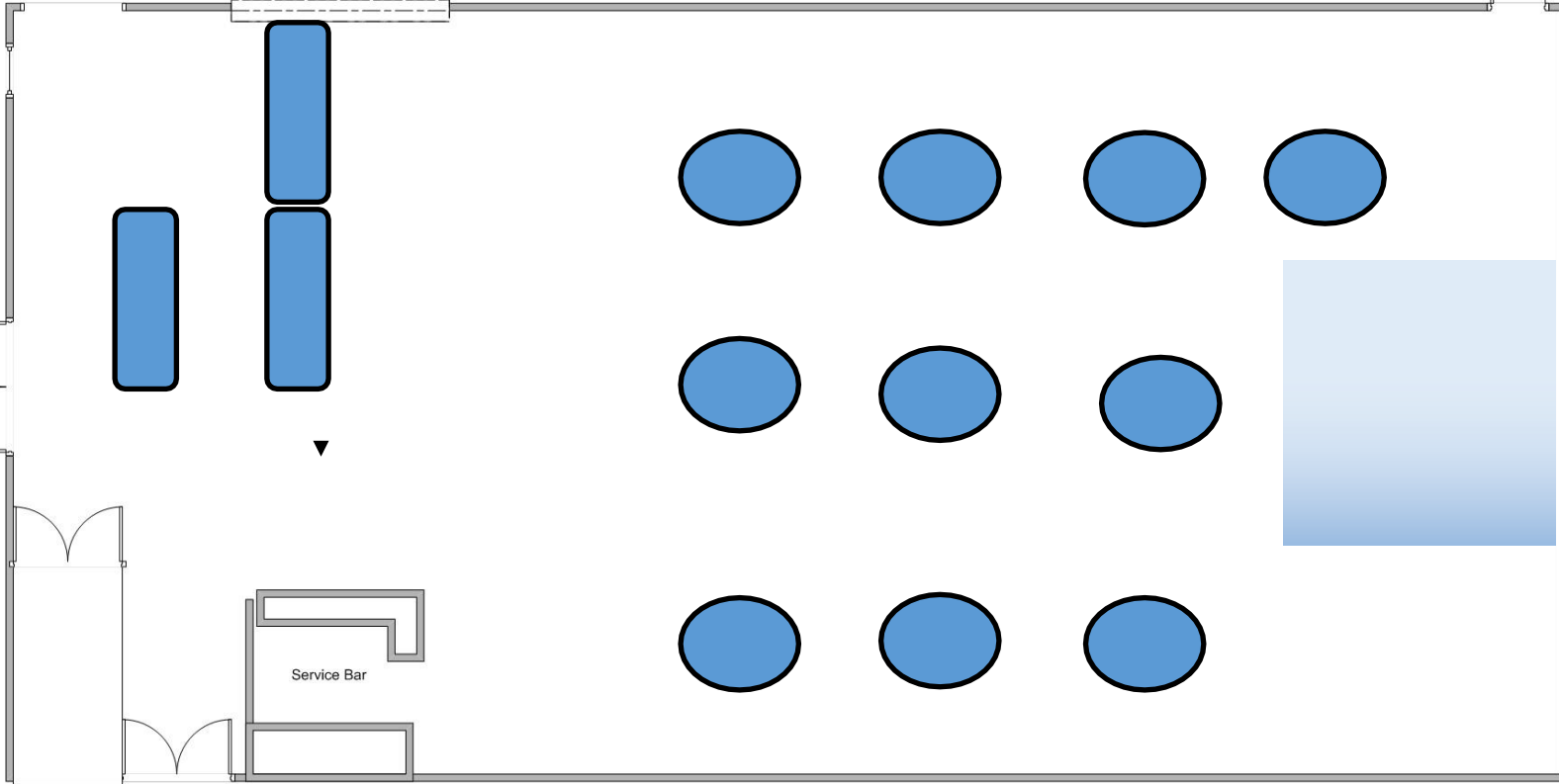
Delaware Provisions – 302-429-0220

Delaware Association of Police 2201 Lancaster

Avenue Wilmington, DE 19805

302-652-9665

Existing Serving Window
to be closed in



Service Bar