

## Hudson Portuguese Club

<b>Member Rental Policy</b>	Revised 05.01.08	
Created 05.01.08	Last Revised 04.15.10	

During the April meetings the board of directors discussed the benefits of being a member. At this same meeting it was voted by the BOD and the Oversight Committee to have the following changed and confirmed for immediate implementation. By Massachusetts state law, all hall rentals must include tax. All hall rentals must include an 18% service charge (example of charge are setting up, cleaning, and taking it down, etc.).

**Costs not included in hall rentals are:** All hall rentals do not include linens, food, video equipment, bartender and server fees, extra dance floor set-up and removal, kitchen fees, and other costs as discussed by functions coordinator or requested by patrons not usually provided by the club.

**Hall Definition:** Booked area (rented or non-rented) for a function with the exclusion of patio and grounds which are for the enjoyment of members and other patrons. When possible and when needed an outside area may be marked and rented for a private party. Members or patrons will not be allowed to use this area during these times.

**Hall Rental Discount:** A rental fee will be collected for usage of halls. Deposits and rental fees are non-refundable. Discounts are to be applied as follows:

Member discounts are 4% per year of membership but not more than 20%.

Non-profit organizations will have access to our facilities at a discounted price when approved by the BOD before booking. Not to be used on peak season or high saleable hours. An exempt federal tax id is required for all non profits. Holy Ghost feasts will fall under this rule post approval by the board.

**Kitchen Usage and Fees:** Kitchen fee must be paid in advance. Only approved licensed outside caterers are allowed to use the kitchen and must provide proof of insurance of no less than \$1 million.

**Food:** Only members of the club in good standing have the privilege to bring food into the facilities or renting the kitchen when renting a hall. Anyone else must use either a licensed caterer, our in house caterer or become a member of the Hudson Portuguese Club.

**Drinks:** All beverages regardless if alcoholic or not must be purchased from the Portuguese Club. This includes coffee service.

**Member Definition:** For the hall rental purpose, a member or an immediate family member living under the same household (parent, a child, etc.) can rent the facilities at the member discount. Proof of address by the member will be required. The registered member must sign the contract and be responsible for all the details, including payment and compensation for any damages.

**Pavilion Rental:** Current members in good standing will be able to rent the pavilion for free.

Cooking fee of \$150 will be applied for kitchen usage.

\$100 cleaning/utilities fee will be collected for each use.

A deposit of \$150 will secure the date and will be reimbursed on the day of the event.

Lurdes Melo, HPC BOD President

CC: M. Braga, K. Santos, P. Breton, E. Chaves, C. Salomao, L. Fontes