



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: _____

All rentals are
allotted one hour setup

HALL RENTAL:

Funeral Lunch -\$575* Regular Member - \$550 Social Member - \$650 Non-member -\$750 _____

Friday and Saturday events ending after 10PM require WPD OFFICER for 2 hours (\$220).... _____

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 - \$12 per person _____

Domestic bottled beer , wine and soda - \$14 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 - \$60 * Soda service is included with funeral lunch..... _____

_____ Make Sure someone picks up a key the night before for seup

PARKING IN THE UNITY CHURCH PARKING LOT IS
PROHIBITED, USE THE OVERFLOW LOT AT THE
END OF THE BUILDING.

50% Deposit _____

Balance Due: _____

Renter

DAP Hall Representative

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

PARKING IN THE UNITY CHURCH PARKING LOT IS PROHIBITED. USE THE OVERFLOW LOT AT THE END OF THE BUILDING

1. All rental prices include full use of the hall and stage for 4 hours. Additional hours may be available. Renter may pick up hall key after 5 pm the day before event.
2. DAP provides 16 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 setup and removal of 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 the 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.
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 before the end of the event.
18. The Renter has no more than 1 hour before the event for setup and one hour after for cleanup.
19. If available, a key may be picked up after 5 PM the night before the event. A \$ 25.00 refundable deposit is required.
20. Table setup must be submitted 48 hours before the event. Any changes requested after the room is set up will incur a \$35.00 fee for the cleaning person to return.
21. Floor Stickers are prohibited

