

HALL RESERVATION AND CONTRACT FOR LEASE AND SERVICES

In accordance with BPOE #2092, I (We) agree to accept use and responsibility for use of the Lodge #2092 Social Hall. I (We) further agree to the stated terms and conditions outlined below.

Sponsor by an Elk Member Yes or **NO** Name of Elk: _____

Nature of Activity: _____

Date of Activity: _____ **Start Time:** _____ **Finish Time:** _____

Hall Reserved By: _____ **License** _____

Address: _____

Phone Number (W) _____ **Phone Number (H)** _____

Cell Phone: _____ **Email:** _____

Hall Fee:	\$700.00		
Kitchen Fee of \$150 (<i>unless Preferred Caterer used</i>)	\$150.00		
Hall setup and cleanup \$150	\$150.00		
LINENS AND DISHES	Price	Qty	Amount
Banquet Table Clothes - WHITE <i>Final number NLT 2 weeks prior (2 head 2 food, 1 appetizer, 1 drink, 1 gift and 1 guest) (round with no napkins – cake)</i>	\$5.00	0	
Guest Tables (Color of table clothes ivory / Color of napkins white) (8 people to a table)	\$8.00	0	
Dishes	\$1.00	00	
BAR			
Bartender 1 @ \$60.00 each for first 4 hours	60.00	0	
Additional hourly charge per bartender @ \$20.00 per hour	0	0	
Type of bar: Open or Cash			
Keg (1/2) (Type of Beer ?)	\$160.00	0	
Wine Table (?bottles)	\$14.00	0	
Champagne Glasses (10 per package - \$12.00 each)	\$12.00	0	
Champagne	\$14.00	0	
MISCELLANOUS			
Centerpieces (mirror, hurricane lamp, candle holder)	5.00	0	
GRAND TOTAL			
NON-REFUNDABLE \$350 DEPOSIT DUE DAY BOOKED			
Subtotal			
Total Paid			

Social Hall Reservation and Contract for Lease

BENEVOLENT AND PROTECTIVE ORDER OF ELKS LODGE 2092

SOCIAL HALL RESERVATION AND CONTRACT FOR LEASE AND/OR SERVICES In order to minimize confusion or misunderstandings, the condition under, which this Elk's Lodge Social Hall is made available for use, are described below. They **must be abided by and should be regarded as common sense rules and regulation agreed to by all parties of this contract. When signed and accepted by the lessee and countersigned by a Lodge official, this agreement is binding, within the limits stated herein.**

LODGE SOCIAL HALL: Use of the social hall will be limited to a maximum of 200 people. This includes the area in the rear of the Lodge, which has all facilities necessary for the guests.

Any House Committee member, Officer or other member responsible for the Lodge may enter the facility at any time and they will have the authority to immediately evacuate the premises and terminate the contract if there is a violation of the contract. No refund will be given.

ALCOHOLIC BEVERAGES: By law, no alcoholic beverages may be brought on our premises for consumption. All alcoholic beverages must be purchased from BPOE 2092, under our license, and consumed in the Lodge. No alcoholic beverages may be consumed in the parking lot.

Any violation of this policy will constitute a breach of contract and may result in the termination of the event. No refund will be given.

DEPORTMENT: Persons reserving the Hall and facilities are responsible for the conduct and deportment of their guests. Service to minors or those guests that are visibly intoxicated will be refused.

NON-REFUNDABLE DEPOSIT: A deposit of \$350 is required at the time of reservation contract signing and is not refundable unless 30 days written notice is given at which time \$175.00 will be non-refundable. (60 days during Nov/Dec/Jan)

KITCHEN: The use of the kitchen entitles the lessee the use of the food preparation tables, stoves, ovens, and reasonable refrigeration space. Dishwasher use shall be supervised by an appointed Lodge representative. All food catering will be done under a separate contract with the caterer. BPOE 2092 assumes no liability for the condition of the food or payment to the caterer.

SET-UP OF THE HALL: Due to close scheduling of the facility, specific arrangements should be made with the House Committee Chairman prior to the scheduled event. In most cases, the Hall will not be available for set-up until the morning of scheduled event.

DECORATIONS: During the Christmas holiday season, one of our committees will decorate the Hall, with the exception of the tables. No additions or deletions to the decoration will be made without express consent from the House Committee Chairman. During other seasons, the applicant will assume full responsibility for decorations, subject to review and monitoring by an appointed Lodge official.

HOUSE COMMITTEE REPRESENTATIVE: The House Committee Chairman will appoint a committee representative to be in attendance during the scheduled activity. It is the responsibility of this official to act as an interface between the Lodge and scheduled event coordinator.

FACILITIES INSPECTION: The House Committee Chairman or his appointed representative and the event lessee will conduct a PRE and POST activity walk-through inspection. This will include inspection of any additional equipment, which may be provided by the lessee function in support of the event. The functional/operational condition of the dishwasher and any other equipment to be used will be checked to ensure proper operation. Any discrepancies noted will be noted on a separate work sheet and both the lessee and Lodge official will sign. Any discrepancies noted on the post inspection shall be noted in writing, signed, and immediately passed to the Lodge Trustee who will determine cost associated with repair or replacement as necessary. The lessee will be financially responsible for any and all damages or shortages, which may occur.

B.P.O.E #2092 is not responsible for accidents or injuries occurring during the rental period.

Signature: _____ **Date:** _____

Lodge Official Signature: _____ **Date:** _____

