

The Free Masons Hall – Rental Agreement

Social Room - Auditorium

216 E. Washington Blvd. Fort Wayne, IN 46802 Phone: 260.426.4728

Email: bmg@thefreemasonshall.com Website: www.TheFreeMasonsHall.com

Today's Date: _____ Date of event: _____

Event Type: Reception Package _____ Wedding & Reception Package _____

Lessee Information: Please include bride and groom, if applicable -Must be at least 21 years of age

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip code: _____ City: _____ State: _____ Zip code: _____

Email: _____ Email: _____

Home Phone: _____ Cell: _____ Home Phone: _____ Cell: _____

From this point forward all designations and referrals of and to The Freemasons Hall shall be as the Lessor and the individual, person or persons renting the facility as the Lessee.

Note:

Payment of 50% of rental area is required to reserve area for your specified date. The balance is due 30 days prior to event date; otherwise there is a 10% penalty charged.

The event must be paid in full for event to take place as scheduled.

Payments are accepted in: **Cash** _____ **Check #** _____ **Visa** _____ **MasterCard** _____ (select one)

Checks are payable to: **Associated Masonic Trustees** (\$35 fee on returned checks for NSF)

Credit Card Information:

Name on card _____

Credit Card Number _____

Expires on _____ CCV _____ Zip Code _____

This card will be used for deposit, balance due, or for post event charges for cleanup, damages, etc.

Rental Areas (please mark area(s) requesting

_____ Social Room Weekend - \$100/hour with two (4) hour minimum. Set-up and cleaning is included in this time period. Includes 18 rectangle tables and 100 chairs. Hours needed _____

_____ Social Room Weekday - \$50/hour with two (4) hour minimum. Set-up and cleaning is included in this time period. Includes 18 rectangle tables and 100 chairs. Hours needed _____

_____ Auditorium Weekend - \$200/hour with two (4) hour minimum. Set-up and cleaning is included in this time period. Includes 200 chairs on main floor and 365 fixed tiered seats. Hours needed _____

_____ Auditorium Weekday - \$100/hour with two (4) hour minimum. Set-up and cleaning is included in this time period. Includes 200 chairs on main floor and 365 fixed tiered seats. Hours needed _____

Additional Fees:

- _____ Mandatory Security Services. (Also see #14 of disclosure statements)

All events are required to provide security. The only approved security for this facility is Fort Wayne and/or Allen County police officers. Lessor will make arrangements for security based on Lessee's event size. **The Lessee is responsible for the payment of police officers.**

Fee for security is calculated as follows:

Number of officers needed _____ X number of hours _____ X \$35/hour = _____

Police officers must remain on premises until all guests leave.

- _____ Table with/without 8 chairs (\$10.00) – minimum charge is \$25

Notes:

Only rectangle tables are available for the Social Room. Each table will seat 8.

Maximum capacity for Social Room is 175.

Maximum capacity for Auditorium is 500.

Disclosures:

- 1) Lessor shall not be responsible for any act of God beyond our control. Lessor will make every effort to accommodate but cannot assure replacement/rescheduled dates.
- 2) Damage to the facility or any contents will be the sole responsibility of the Lessee. This entails but is not limited to damage to the floor if set up of tables is being done by the Lessee, damage to audio equipment, theft, destruction or other acts of vandalism. The Lessor shall not be responsible for any lost, stolen, or damaged items of Lessee on its premises.
- 3) Lessor; Lessor's employees, agents, assigns or any of its representatives are hereby released from all liabilities from any loss, injury or damage that may be sustained by reasons of occupancy of premises under this agreement, except for any gross negligence and resulting damage attributed to the Lessor; Lessor's employees, agents, assigns or by its representatives. Lessee shall Indemnify and hold the Lessor, Lessor employees, agents, assigns or any of its representatives harmless from and against any and all claims arising from the use of premises by Lessee.
- 4) Decorations are subject to Lessor approval. Confetti, bubbles, and open flame candles are not permitted (including 5th floor stage; on stage area all candles in approved fixture must be 36 inches from curtain) Candles are only allowed in pre-approved fixtures. Tape of any kind is prohibited on any walls or doors.
- 5) The Free Mason Hall is a non-smoking and non-vaping facility. No pets are allowed in the building.
- 6) The maximum meeting/event time is limited to six (6) hours unless prior written authorization has been made. Set up time directly prior to event and clean up time after the meeting/event needs to be done within the contracted time frame. Extra time is billed at the rate of the area rented.
- 7) Cancellation: There is no refund of deposit if Lessee cancels. If the Lessor cancels event, 100% of deposit will be refunded. This contract cannot be used, sold, or transferred to anyone other than original Lessee.
- 8) All deposits are non-transferable.
- 9) Lessor reserves the right to remove any person or persons from the facility for any reason that is deemed necessary. This shall be at the sole discretion of Lessor or Lessor's employees, agents, assigns or its representatives. Lessee and Lessee's guests are only allowed in area(s) rented.
- 10) A service charge shall be paid on all accounts past due at a rate of eighteen percent (18%) per annum as well as all associated collection costs, including but not limited to attorney fees and related costs. There is a \$50 fee for all checks returned NSF.
- 11) Lessee is responsible for cleanup at the end of event. This includes taking trash out to dumpsters. Next day cleanup is not allowed unless Lessee and Lessor agree in advance and in writing. The **minimum charge** for Lessor to clean the facility if Lessee fails to cleanup at end of event is **\$300**.
- 12) Lessee is responsible for removing all personal items from facility after the event. Any personal items left behind are not the responsibility of the Lessor, Lessor's employees, agents, assigns or any representative. Storage of Lessee's items from event is at sole risk of Lessee.

13) No outside food or drink is allowed into the facility unless provided by licensed caterer or bartender service. Caterer/Bartender service must have a valid Allen county board of health certificate/permit, Indiana excise permit, liability insurance, and W-9 form. **There is a 15% service fee charged to caterers/bartender services to use our facility. This is a standard and customary charge.**

14) Security: All receptions require at least one police officer. Payment for the police officers is the responsibility of Lessee. Allen county police officers are the only approved security personnel. Security is provided as follows: Events serving alcohol - One (1) officer is required for events up to 175 people. Two (2) officers are required for events with 176-350 people. Three (3) officers are required for events with 350+ people. **Events NOT serving alcohol: One (1) police officer for event.** The rate is \$35/hour/officer. One (1) officer will remain on premises until all guests have vacated facility. **Payment for security must be made to Lessor before Lessee's event so Lessor can secure officers for date and time of scheduled event.**

15) A credit card on file is required **before** the start of Lessee's event. This is to process any outstanding and/or incurred fees after event.

16) Additional Terms: _____

Room(s) rented _____ +\$ _____
Deposit of _____ received on _____ -\$ _____
Mandatory Security Services (see calculated amount) +\$ _____
Optional Services
Parking Lot +\$ _____
Day before Setup (6 hour window) +\$ _____
Table Rental (\$10/table) +\$ _____
Contracted Cleanup +\$ _____
Additional Fees (List) +\$ _____

Balance on account due on _____

Signed: (Lessor) _____ Date _____

Signed: (Lessee) _____ Date _____