

# The Free Masons Hall – Rental Agreement

## Ballroom, Ballroom and Social Room, Whole Building

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

Email: [bmg@thefreemasonshall.com](mailto:bmg@thefreemasonshall.com) Website: [www.TheFreeMasonsHall.com](http://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.***

**Reception – Ballroom:** *\*Numbers in parentheses includes guests and wedding party.*

Ballroom - Mezzanine - Table and Chairs - Day before set-up - Security  
\$1999 (up to 149\*) \_\_\_\_\_ \$2250 (150-224) \_\_\_\_\_ \$2350 (225-299) \_\_\_\_\_ \$2650 (300-374) \_\_\_\_\_  
\$2750 (375-449) \_\_\_\_\_ \$2825(450-500)) \_\_\_\_\_

**Reception – Ballroom and Social Room:** *\*Numbers in parentheses includes guests and wedding party.*

Ballroom – Mezzanine – Social Room – Table and Chairs – Day before set-up – Security  
\$2299 (up to 149\*) \_\_\_\_\_ \$2550 (150-+224) \_\_\_\_\_ \$2650 (225-299) \_\_\_\_\_ \$2950 (300-374) \_\_\_\_\_  
\$3050 (375-449) \_\_\_\_\_ \$3125 (450-500) \_\_\_\_\_

**Wedding & Reception – Ballroom:** *\*Numbers in parentheses includes guests and wedding party.*

Ballroom - Mezzanine - Table and Chairs - Day before set-up - Security - Wedding Rehearsal  
\$2199 (up to 149\*) \_\_\_\_\_ \$2400 (150-+224) \_\_\_\_\_ \$2500 (225-299) \_\_\_\_\_ \$2800 (300-374) \_\_\_\_\_  
\$2900 (375-449) \_\_\_\_\_ \$2975 (450-500) \_\_\_\_\_

**Wedding & Reception – Ballroom and Social Room:** *\*Numbers in parentheses includes guests and wedding party.*

Ballroom – Mezzanine – Social Room – Table and Chairs – Day before set-up – Security – Wedding Rehearsal  
\$2499 (up to 149\*) \_\_\_\_\_ \$2700 (150-+224) \_\_\_\_\_ \$2800 (225-299) \_\_\_\_\_ \$3100 (300-374) \_\_\_\_\_  
\$3200 (375-449) \_\_\_\_\_ \$3275 (450-500) \_\_\_\_\_

These packages above include the use of the mezzanine for your guests. We have 32 round tables and 45 rectangle tables to choose from, each table will seat 8 guests. You can set-up for your event the day before during from 10AM – 4PM, if not already rented. On Saturday our facility is open from 3PM – 11PM. Security officers are required and we will take care of scheduling security for your event. If you select the **wedding and reception package**, we will provide a two (2) hour block of time for your wedding rehearsal the day before your wedding.

**Whole Building:** *\*Numbers in parentheses includes guests and wedding party.*

\$3199 (up to 149\*) \_\_\_\_\_ \$3400 (150-+224) \_\_\_\_\_ \$3525 (225-299) \_\_\_\_\_ \$3800 (300-374) \_\_\_\_\_  
\$3900 (375-449) \_\_\_\_\_ \$3975 (450-500) \_\_\_\_\_

**Whole Building Rental includes:**

- 5<sup>th</sup> floor (day before for rehearsal, day of wedding, and ready room day of wedding)
- Ballroom (with day before set-up from 10AM – 4PM, if not already rented)
- Mezzanine
- Social room for pre-wedding preparation day of wedding
- Driver for large elevator to help transport your guests.
- Tables and chairs
- Security

For our whole building rentals our building is open on Friday from 10AM – 7PM and on Saturday from 1PM – 11PM.

## Optional Additional Services and Associated Fees

### Notes

Our facility hours on Saturday for the **Ballroom and Social Room** are from 3PM until 11PM. This allows 2-3 hours for set-up, 4-5 hours for event, and 1 hour for clean-up.

**Additional set-up, clean-up, or event time is \$200/hour**

Our facility hours on Saturday for **whole building** rentals are from 1PM until 11PM. This allows 2-3 hours for set-up, up to 6 hours for wedding and reception, and 1 hour for clean-up.

**Additional set-up, clean-up, or event time is \$85/hour**

We will set-up/tear down the tables and chairs requested. Tables and chairs can be set up in any formation. We have several diagrams to choose from.

Floor plans are finalized 30 days before to the event.

**Changes can be made up to 7 days before the event.**

**Any changes made after the 7 day limit will be charged \$50 per change.**

Caterer and bartender service need to be approved by Lessor. Family or friends of Lessee/bride/groom are not allowed to provide their services for event. **Wedding cakes and cupcakes are the only food items that do not need to come from an approved vendor.**

**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, silly string, glitter, and open flame candles are not permitted (including 5<sup>th</sup> 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 floors, walls and/or doors.
- 5) The Free Mason Hall is a non-smoking and non-vaping facility. No pets are allowed in the building.
- 6a) **The building is open from 3PM until 11PM on Saturdays for Ballroom and Social Room rentals.** The event time is limited to five (5) hours unless prior written authorization has been made. The five (5) hour limit does not include set up time nor time for cleaning after event. We permit up to two (2) hours of set up time directly prior to event and one (1) hour for clean up after the event. The building must be clean and vacated by 11PM. Extra time is billed at \$200.00/hour.
- 6b) **The building is open from 1PM until 11PM on Saturdays for Whole Building rentals.** The event time is limited to six (6) hours unless prior written authorization has been made. The six (6) hour limit does not include set up time nor time for cleaning after the event. We permit up to two to three hours for set-up time directly prior to event and up to one hour after event has concluded for cleaning. The building must be cleaned and vacated by 11PM. Extra time is billed at \$200/hour.
- 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 recognized as a legal business entity. Caterer/Bartender service needs to be approved by the Lessor. 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. If this service fee is not paid by the caterer/licensed bartender service provider, then Lessee is responsible for payment of 15% service fee. Caterer and licensed bartender service cannot be related/friends to/of Lessee or of the bride/ groom.**

14) Security is required. Fort Wayne/Allen county police officers are the only approved security personnel. The Lessor will arrange for security. Payment for security is included in your contract price.

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rental area(s) _____	+\$ _____
Additional Fees (List) _____	+\$ _____
	+\$ _____
Deposit _____	-\$ _____
Total _____	+\$ _____

**Balance due 30 days or more before date of event** \_\_\_\_\_

Signed: (Lessor) \_\_\_\_\_ Date \_\_\_\_\_

Signed: (Lessee) \_\_\_\_\_ Date \_\_\_\_\_