

The Freemasons Hall – Rental Agreement

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: Wedding Only___ Wedding Reception ___ Wedding & Reception ___

Corporate Event ___ Fundraiser ___ Grad Party ___ Other _____

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 is required to reserve area for your specified date. The balance is due 30 days prior to event date; otherwise a 10% penalty may be 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** (\$50.00 fee on returned checks for NSF)

Over-the-Phone credit card payments will be charged a \$40.00 Transaction Fee

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.

Package Rates					
		Up to 149 people	150-249 people	250-349 people	350-500 people
Whole Building Rental		\$3,300.00	\$3,600.00	\$3,800.00	\$4,000.00
Ballroom/Social Room		\$2,500.00	\$2,700.00	\$3,000.00	\$3,200.00
Ballroom/ Auditorium		\$2,700.00	\$3,000.00	\$3,200.00	\$3,400.00
Ballroom		\$2,050.00	\$2,350.00	\$2,650.00	\$2,950.00

All Packages Include:

- Set Up / Tear Down of tables (round or rectangular) and standard chairs
- Day Before Set Up (10a-4pm)
- Security
- Day of Event (3pm-11pm)

Whole Building Package Includes

- All of the services included above
- Day Before Set up + extended time for rehearsal/rehearsal dinner (10a-7pm)
- Day of Event extended time (1pm-11pm)

Additional time for any package will be charged per the hourly A' la Carte Rates presented below.

A' la Carte Rates					
		Up to 149 People	150-249 people	250-349 people	350-500 people
Ballroom		\$250/hr	\$250/hr	\$250/hr	\$250/hr
Social Room		\$125/hr	\$125/hr	\$125/hr	\$125/h
Auditorium		\$200/hr	\$200/hr	\$200/hr	\$200/hr
Day Before Set Up		\$600	\$600	\$600	\$600
Set Up/Tear Down Fee		\$400	\$400	\$600	\$800
Security		\$40/hr	\$80/hr	\$80/hr	\$80/hr
White Chair Rentals		\$4/chair	\$4/chair	\$4/chair	\$4/chair

A' la Carte Room Rentals

- All room rentals are **4 hours minimum**.

Mid-Week Discount

- For Events taking place Monday through Thursday, a 10% discount will be applied to the Room Rental.

Catering

- ***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 shall be responsible for payment of 15% service fee. Caterer and licensed bartender service shall not be related/friends to/of Lessee.***

Disclosures:

- 1) Lessor shall not be responsible for any act of God beyond its 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 Auditorium 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 Freemasons Hall is a non-smoking and non-vaping facility.
- 6) No pets are allowed in the building.
- 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 clearing tables and 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) Caterer and bartender service must be approved by and enter into Agreement with Lessor. Family or friends of Lessee/bride/groom are not allowed to provide their services for event. 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 must have a valid Allen County Board of Health certificate/permit, Indiana excise permit, liability insurance, and W-9 form on file with Lessor. **Wedding cakes and cupcakes are the only food items that do not need to come from an approved vendor.**

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: _____

Package/ A' la Carte Rental area(s) _____ +\$ _____

A' la Carte Items (List) _____ +\$ _____

_____ +\$ _____

_____ +\$ _____

Subtotal \$ _____

50% Deposit -\$ _____

Balance due 30 days or more before date of event _____

Signed: (Lessor) _____ Date _____

Signed: (Lessee) _____ Date _____