

LOYAL ORDER OF MOOSE



SANTA ROSA LODGE NO. 458

3559 AIRWAY DRIVE, SANTA ROSA, CA 95403

(707) 546-0637

Reservations and/or tour of facility please call: (707) 546-0637

Rental Agreement:

Date Submitted: _____

Name of Renter/Organization: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone-Cell: _____ Phone-Other: _____

Email: _____

Additional Contact Person: _____

Renter is: Individual _____ Organization _____ Member of Moose _____

Type of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Attendance (Max 200): _____

Hall Rental Rates:

\$150.00 per hour for Hall event without alcohol service. (3 hour minimum) Hall rental includes tables and chairs.

\$190.00 per hour for Hall event with alcohol service. (3 hour minimum) Bartender will be provided. Hourly rental does **not** include cost of alcohol. Types of alcohol requested/stocked to be negotiated before event. Full bar is available.

\$169.00 Daily Moose International Hall insurance required per event.

\$60.00 Janitorial Fee required per event.

\$25.00 per hour for optional adjacent patio space.

Catering available from Sonoma County Catering. Inquire with Lodge Administrator.

Security deposit of 50% of hall rental due upon execution of this agreement. Refundable up to 14 days prior to event.

****Any performers or bands must be approved by the Lodge Board before booking date.****

Renters Signature: _____ **Date** _____

Lodge Administrator Signature : _____ **Date** _____

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Lodge Additional Information, Rules, and Regulations

General Information

1. Applicant must join Santa Rosa Moose Lodge 458, if not already a member.
2. Applicant is responsible for reading all information and for complying with all rules and regulations.
3. The Individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.
4. Applications and deposits for the Hall will only be accepted by a Lodge Board Member. This application does not grant any rights to Applicant or authorize Applicants use of Hall until approved by Lodge Board of Directors. The lodge reserves the right to refuse use of Hall to any person or group.
5. The lodge is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental or occurring at the Lodge property.
6. Individuals or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold the Lodge harmless from all claims and damages arising from their use of the Hall.
7. No animals, except Service Dogs, are allowed in the Hall facility.
8. No smoking or open flames are allowed in the Hall Facility. State Law prohibits smoking in enclosed workplaces.
9. The Lodges reserves the right to require security guards to be present. This is at discretion of Lodge Administrator on event by event basis and cost of security to be covered by renter.
10. On the date of the event, the Hall will be opened and closed by a representative of the Lodge. The Lodge representative shall have access to the facility at all times and shall not be excluded at any time. Applicants may not store items in the Hall prior to the event. Items left for more than 14 days after an event will be considered abandoned and shall become sole property of the Lodge.
11. Access to the hall will be made available 1 hour prior to event for decorations and/or table arrangements and 1 hour beyond for clean up/tear down. Requests for additional time beyond the 1 hour before or 1 hour after event will be charged \$50 per hour.
12. Posters and any publicity must be approved by the Lodge in advance. Unapproved publicity may be cause for cancellation.
13. Alcoholic beverages at event may not be carried or consumed off Moose Lodge premises.
14. All bartenders provided will be California Department of Alcoholic Beverage Control certified.

Renter initials: _____ Date: _____

Lodge Administrator initials: _____ Date: _____

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Calculation of Rental Fees

# hours Hall Rental (with/without bartender)	=> \$000.00
Daily Moose International Hall insurance	=> \$169.00
Janitorial Services	=> <u>\$60.00</u>
Total Event Fees (not including alcohol)	=> \$0,000.00