



Event Center Rental Agreement

Date Submitted: _____

Location: Santa Rosa Moose Lodge #458, 3559 Airway Drive, Santa Rosa, CA 95403 (707) 546-0637

Applicant/Renter: _____

Contact Person(s): _____

Address: _____

City/State/Zip: _____

Phone (Cell): _____ Phone (other): _____

Email: _____

Additional Contact Person: _____ Phone: _____

Renter is: Individual Organization (Name) _____

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

Type of Event: _____ Expected Attendance: _____

Daily Rates

- \$1000, per day, up to 50 people, weekday use (Monday – Thursday)
- \$1500, per day, up to 200 people, weekday use (Monday – Thursday) \$ _____
Large Hall, tables and chairs included
- \$1500, per day, up to 50 people, weekend/Holiday use (Friday, Sat & Sun)
- \$2000, per day, up to 200 people, weekend/Holiday use (Friday, Sat & Sun) \$ _____
Large Hall, tables and chairs included
- \$100 per hour, Meeting Rate, weekday use only (Monday – Thursday) \$ _____
Large Hall, table and chairs included

Additional Charges

- \$169.00 Daily Event Insurance Fee \$ _____
Moose International Policy
- \$100.00 Liquor License Fee, if planning to use small bar/serve alcohol \$ _____

\$50.00 Small Bar Stocking/Cleaning Fee (if applicable) \$ _____

\$150.00 Janitorial/Trash Fee \$ _____

TBD Event Security Fee \$ _____

Some events may require security, this will be determined before your contract is approved

Add-On's

\$50 per hour, bartending fee \$ _____

*We provide ABC approved bartenders. If you would like to use your own bartender, this must be pre-authorized and pre-arranged with Moose Management.

*Please note, all bartenders, even Volunteers, must be RBS trained, as of July 1, 2022, to serve under a one-day or catering liquor license.

*There is no outside alcohol of any kind permitted; all alcohol must be purchased from our distributors, as mandated by ABC.

*Alcohol may only be consumed in the large hall and cannot be consumed or carried outside the premises.

\$500 Daily Event Management Fee \$ _____

Some events may require daily management to account for deliveries, set-up/tear-down, resource assistance

\$100 Early/Late Set-up Fee, if applicable and available, must be pre-arranged \$ _____

Rental drop-offs, rental pickups, decorations, balloon banners etc. etc.

Miscellaneous A) _____ \$ _____

B) _____ \$ _____

C) _____ \$ _____

Total Rental Cost \$ _____

\$500 Security Deposit, Refundable, 0-50 people \$ _____

\$1000 Security Deposit, Refundable, 50-200 people \$ _____

Total \$ _____

50% Deposit (non-refundable if cancelled less than 30 days before event) \$ _____

Balance Due \$ _____

Applicant/Renter _____ Date _____

Lodge Administrator _____ Date _____