


Chaperone Form: <u>Y/N</u> # Chaperones: _____ Renter Initials: _____		Member: _____ Event: _____
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Rochester North Oakland (RNO) Elks 2225 - Rental Agreement (RNO Member)

3100 Pond Rd
Leonard, MI 48367
(248) 572-7118

Date of Event: _____	Setup Date: _____
Start/End Time: _____	Setup Time: _____
Event Type: <u>Family</u> Biz Wedding	# of Guests: _____

Lodge Capacity: Total = 240

- | | | |
|--|---------------------|--------------|
| <input checked="" type="checkbox"/> Room Charge (6hrs) | \$200(F/B)/\$300(W) | |
| <input type="checkbox"/> Additional Time ____hrs | \$30(F/B)/\$50(W) | _____ |
| <input type="checkbox"/> Include Club Area | | Yes/No |
| <input type="checkbox"/> Cleaning Fee | \$125 | |
| <input type="checkbox"/> Bar Type | (Cash / Host Tab) | _____ |
| <input type="checkbox"/> Bartender(s) ____# | \$20/per/per hr | _____ |
| <input type="checkbox"/> Fountain Pop Service | \$1.00/guest | _____ |
| <input checked="" type="checkbox"/> Security Deposit | | \$200 |
| <input type="checkbox"/> Gazebo | \$50 | _____ |
| <input type="checkbox"/> Other1 | | _____ |
| <input type="checkbox"/> Other2 | | _____ |

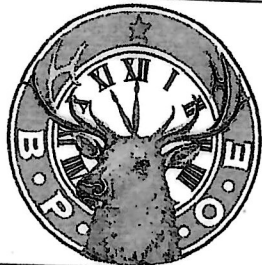
Event Total _____

**Hall Usage Deposit
(1/2 Event Total)** _____

Date Due _____ **Balance Due** _____

Hall User Signature & Date: _____

Note: For RNO Member pricing, the RNO lodge member must be a key part of the event and be present throughout the event. They will be responsible for all terms and conditions.

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Event Total _____

Hall Usage Deposit
(1/2 Event Total) _____

Date Due _____ Balance Due _____

Hall User Signature & Date: _____

Note: For RNO Member pricing, the RNO lodge member must be a key part of the event and be present throughout the event. They will be responsible for all terms and conditions.

RNO Elks Hall Use Agreement (RNO Member)

Only Elk members can reserve the rooms at the Rochester North Oakland (RNO) Elks #2225 Lodge for Hall Use. The Hall User must be an Elk member in good standing or sponsored guest of an Elk member in order to utilize the RNO Elks Lodge facilities. The following terms and conditions apply:

Terms & Conditions

1. 6% Sales Tax is included in the Beverage price. An 18% Gratuity will automatically be charged to all alcoholic beverage purchases.
2. Hall Uses over 75 people require 2 bartenders for duration of event.
3. Set up and tear down is included in the Hall Use charge.
4. Security Deposit will be refunded (within 7 business days) if no damage to the property, inside and outside or excessive cleaning is required or other issues exist. Additional charges may be assessed if the damage and/or clean up exceeds the deposit.
5. If Self Cleaning option is selected - you and/or your caterer are responsible for clearing tables, cleaning spills, emptying trash cans, vacuuming floors, cleaning kitchen, washing coffee pot, dishes and accessories you may have used. The Paid cleaning option still requires you and/or your caterer to clear tables and clean up any spills.
6. A 50% deposit is required to secure the Hall Use date along with an adult (21 & over) signature.
7. A final guest count is required five (5) working days prior to the event, if applicable.
8. The RNO Elks reserve the right to retain 25% of the deposit if cancellation occurs more than seven (7) days before the event and 100% of the deposit if cancellation occurs within seven (7) days prior to the event.
9. 100% of the Balance due is required on the day of the event unless otherwise negotiated.
10. The main activities room and dance floor define the Hall Use Room. Kitchen may be used for WARMING only! Storage and office areas are OFF LIMITS. If the Storage or Office areas are entered without permission, it may result in the immediate cancellation of this contract. Use of Kitchen, appliances and utensils in kitchen are by Pre-Agreement only!
11. Building access is 2hrs prior to event start. 1hr allocated for decorating, florist, DJ, cake/caterer delivery - anything different must be documented in this agreement, potential subject to Additional Time \$/hr outlined on page 1.
12. Fountain pop service (if selected) is unlimited fountain-only drinks per guest. Cans/bottles not included.
13. The RNO Elks reserve the right to inspect and control all events. The RNO Elks do not assume any responsibility for the personal property and/or equipment brought onto the premises.
14. To the extent permitted by law, the Hall User agrees to protect, indemnify, defend and hold harmless the RNO Elks and their respected employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees) arising out of or connected with Hall Users function, except those claims arising out of the sole negligence or willful misconduct of the RNO Elks.
15. The RNO Elks has an approved caterer list that may be used for your event (which would be a separate agreement between the Hall User and the caterer) however, the Hall User can supply their own food.
16. All alcoholic beverages **MUST** be purchased from the RNO Elks and a bartender working for the RNO Elks must serve all alcoholic beverages. No alcoholic beverages will be served to guests under the age of 21 and the RNO Elks reserve the right to request proof of age at any time from any guest.
17. Alcoholic beverages **cannot be sold to non-members** so the sponsoring member is required to be present.
18. NO alcoholic beverages may be brought onto the RNO Elks grounds & NO alcoholic beverages are allowed in the parking lot.
19. No smoking allowed inside the building whatsoever! Outside smoking is permitted and the provided orange disposal buckets **MUST** be used.
20. Should the Hall User or any member of the Hall User's party break any rule set forth in the rental agreement, become visibly intoxicated, or behave in such a manner that disrupts the enjoyment of fellow patrons or Elk members, the RNO Elks reserve the right to either remove the individual responsible or terminate the Hall Use without any refund solely at the discretion of the RNO Elks.
21. Hall User is responsible for providing their own: plastic/silverware, plates/dishes, special table cloths, napkins/paper towels, salt/pepper, chafing dishes, cups for drinks not purchased at Elks bar.
22. RNO Elks Lodge Member **MUST** be present for the entire event.
23. RNO Elks accepts Cash, Check and Visa/MasterCard.
24. **The full outstanding balance MUST be paid immediately at the end of the Hall Use.**
25. Hall User has reviewed and agreed to RNO Elks policies governing Decorating, Kitchen Use & Building Rules.

Hall User Signature: _____

RNO Elks Rental Agreement (RNO Member)

Notes

Hall User / RNO Elks Member Info

Name & #: _____ Phone: _____

Address: _____

City, State, and Zip Code: _____

Hall User Signature & Date: _____

*****Note: If balance due day of event and /or hall user has selected host tab as bar type – valid credit card must be provided at the start of the event the day of the use.**

RNO Elks 2225 Hall Use Rules

Decorating Rules

Most successful parties decorate with attractive centerpieces. Sometimes weighted-down balloons are used. We have easels to display a poster of pictures you may have. A celebratory banner may be attached to the skirting of the banquet tables.

- No confetti, glitter, ribbons, flower petals, silly string, rice or any form of loose potpourri on tabletops or floor (inside or outside building).
- No tape or adhesive devices of any kind anywhere.
- When you arrive, the room set up is complete. Do not re-arrange these tables! If you have a table 'emergency', ask our RNO Elks supervisor for assistance.
- Do not redecorate our Club area. Do not rearrange RNO Elks furniture, artwork, plants, event flyers etc.
- Decorations should be confined to the Banquet/Activities room.
- No outside decorations.
- Do not hang or tape anything on doors, bar, walls, paintings or windows.
- Do not attach anything to the ceiling frames/tiles or move the tiles at all.
- No open flame candles - ONLY Battery Candles are permitted.
- Do not hang anything from light fixtures. This is a fire hazard!
- No staples, tacks, pushpins etc.
- Decorations must be removed immediately after your event.

An RNO Elks supervisor will be on the premises at all times during your event. If you have any problems, questions or special requests, be sure to ask our supervisor for assistance.

ABUSE OF DECORATING POLICY WILL RESULT IN LOSS OF YOUR SECURITY DEPOSIT!

Building Rules

RNO Elks staff sets up tables in the manner which fits the size of your event and benefits the appearance of our room. This set up will be pre-determined at a final appointment between the host and the RNO Elks staff. Please, do not move tables or any other RNO Elks furniture or equipment on day of party.

- No moving of any RNO Elks furniture or equipment w/o prior approval from RNO Elks.
- No 'gel' sterno for under chafing dishes.
Please use 'sealed container with a wick' only. They can be purchased at Gordon Food Service (GFS).
- No chocolate fountains.
- No cooking anywhere but in kitchen -- then only warming is permitted.
- No cooking or bbq'ing on the deck.
- No propane allowed inside building or on deck.
- No smoking inside RNO Elks building. Outside smoking permitted in designated areas but NOT on deck - orange butt receptacles must be used.
- No liquor consumption in the parking lot.
- ALL alcoholic beverages MUST be purchased onsite - this is in accordance with our State of Michigan Liquor license.
- Alcohol may not be served to a minor, or intoxicated or disorderly person.
- In adherence to the alcohol stipulations in the contract, please be advised that anyone using illegal substances will be subject to immediate police intervention.
- Children must be under adult supervision at all times. No running or playing in storage rooms or kitchen. If they leave the banquet room, they should be accompanied by an adult.

An RNO Elks Event supervisor with full authority to execute RNO Elks policy, will be on the premises at all times during your event.

Abuse of the above stated rules could result in termination of your event and/or loss of your security deposit.

Kitchen Responsibilities

RNO Elks kitchen is a warming kitchen only. Food must be cooked off premises. Food may be warmed here using our commercial-size oven and microwaves. We have a commercial-size refrigerator.

For return of your security deposit, please observe the following guidelines:

- Kitchen counters, metal countertops, sinks, stove, oven and microwave are to be wiped down with appropriate cleansers.
- Clear guest and buffet tables before end of evening.
- RNO coffeepots, creamer/sugar containers, water pitchers, and punch bowl must be scrubbed clean and rinsed well using supplies beneath sink.
- If RNO china and flatware are rented, you or your caterer must be sure all items are used, rinsed in triple sink, run through dishwasher, and placed back in cupboards dry.

Note: Clean-up of dishes should be on-going throughout the event.

After party clean-up time is limited to one hour.

- Do not put liquid in garbage bags. Do not place garbage bags on carpeted areas. Leave garbage bags in kitchen or ask our supervisor to take bags outside to dumpster.
- Do not leave any food items or beverages in refrigerator after event.
- Before leaving, please have our supervisor check your room and kitchen to insure return of your security deposit.

The RNO Elks supervisor overseeing your party is not responsible for clean-up including clearing tables or washing dishes. Our supervisor will evaluate the condition in which you have left the RNO facility. The Director will review this report before returning your security deposit.