

# The Freemasons Hall

216 E. Washington Blvd., Ft. Wayne, IN. 46802

260-426-4728 [bmg@thefreemasonshall.com](mailto:bmg@thefreemasonshall.com)

[www.TheFreeMasonsHall.com](http://www.TheFreeMasonsHall.com)

## Rental Agreement

Customer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Date of event: \_\_\_\_\_ \*Time: \_\_\_\_\_

\*Set up time: \_\_\_\_\_

The facility will be open 5 hours prior to the scheduled event time to allow for set up of the facility. At which time the doorman will be there for 12 hours contiguous and remain until the end of the reception. Set up and decorating by approved third party vendors are excluded from this time period. Any extra time before this will be billed at \$50 /hr.

From this point forward all designations and referrals of and to The Freemasons Hall shall be as the Leaser and the individual, person or persons renting the facility as the lessee.

**Areas Requested to Rent** (please mark requested area)

\*Ballroom \_\_\_\_\_ Mezzanine \_\_\_\_\_ Social Room \_\_\_\_\_ 5<sup>th</sup> Floor Auditorium \_\_\_\_\_  
\$920 \$520 \$690 \$920

**Wedding / Reception package: \$2415 \_\_\_\_\_**

Includes: 5<sup>th</sup> floor (for day before Rehearsal & Wedding day), Ballroom - with day before set up (if not already rented), Social Room\*\* for Pre-wedding prep (on wedding day), 5<sup>th</sup> Floor ready room, Driver for 2<sup>nd</sup> (large) elevator to help transport your guests up and down. \*\*Social Rm has Flat screen TV's, pool tables, ping pong, foosball, couches, tables and room to relax and get ready for your important day. \*The only air conditioned room in this building is The Ballroom.

### Additional services requested:

Video Projector \_\_\_\_\_ (\$75)

**PARKING LOT \_\_\_\_\_ (\$250) The parking lot is available to all renters free on a first come basis. If you wish to use it for your exclusive use and it is available you may rent it. This also includes an attendant.**

**Day before Ballroom set-up (if available) 5 hour window: \$200 \_\_\_\_\_**

\*Excludes approved 3<sup>rd</sup> party vendors.

**Table set up\_\_\_\_\_ Number of Tables Requested\_\_\_\_\_**

The Freemason Hall will set up and tear down the requested number of tables at a cost of **\$8** per table. This will also include set up of the chairs for the requested number of tables. The minimum for this service is \$50. We have **32** round tables that seat 8 and rest are standard rectangular tables that seat 8 people each. (There is no charge for cake table. Floor plans are finalized 30 days before event and can be altered up to 7 days prior to event, after which any changes will be charged **\$50**.)

We will set up any formation you would like and have several diagrams of past events.

**Disclosures:**

1) The Freemasons Hall shall not be responsible for any act of God beyond our control. We will make every effort to accommodate but we cannot assure replacement / rescheduled dates.

2) Damage to the facility or any contents will be the sole responsibility of the lessee.

This will entail but is not limited to, damage to the floor if set up of tables is being done by the renting party, damage to Audio equipment, theft, destruction or other acts of vandalism. The Freemasons Hall shall not be responsible for any lost, stolen or damaged item(s) on its premises.

3) The Freemasons Hall, its employees, agents, assigns or any of its representatives are hereby released from discharged from all liabilities from any loss, injury or damage that may be sustained by reasons of occupancy of the premises under this agreement, except for any gross negligence and resulting damage attributed to The Freemasons Hall, its employees, agents, assigns or any of its representatives. Customer shall indemnify and hold The Freemasons Hall, its employees, agents, assigns or any of its representatives harmless from and against any and all claims arising from the use of the premises by the customer.

4) Decorations are subject to the approval of The Freemasons Hall. Confetti, Bubbles and Open Flame Candles are not permitted including on the stage on the 5th floor closer than 36" to stage curtain.. Candles will be allowed if in an approved fixture. Tape of any kind is prohibited on any walls or doors.

5) The Freemasons Hall is a Non-Smoking facility. No pets are allowed at our building.

6) Event time limit is based on **6** hours unless prior arrangements have been made and agreed upon in writing with The Freemasons Hall. This does not include set up time which shall include an additional **5** hours, directly before your event. Cleanup and move-out is allowed **1** hour after event time has concluded. Extra time is billed @ \$75 / hr. unless you purchase the 4 hour block. (see notes on page 1)

7) Cancellation: There is no refund of deposit if your event is cancelled at your own request. If the Freemasons Hall cancels your event, 100% of your deposit will be refunded. This contract cannot be used sold or transferred to anyone other than the original renter.

8) All deposits are non-transferable.

9) The Freemasons Hall reserves the right to remove any individual, person or persons from the facility for any reasons that is deemed necessary. This shall be at the discretion of The Freemasons Hall or its representatives.

10) A service charge shall be paid on all accounts past due at a rate of eighteen percent (18%) per annum together with all collection costs, including but not limited to attorney fees and related costs. There will be a \$35 fee for all checks returned NSF.

11) Cleanup shall be the responsibility of the lessee. Cleanup shall be done at the end of the event and will not be allowed the following day unless agreed to in advance by the leaser. There will be a minimum charge of \$250 to the lessee if cleanup is not done at the end of the event by the lessee and this service has to be provided. A credit card on file is required before your event starts. If You want us to clean the hall for you a price will be Quoted for you and prior arraignment must be made.

NAME ON CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRES ON \_\_\_\_\_ CCV \_\_\_\_\_

This card will only be charged if you don't clean up properly, or damage the building.

12) All items belonging to the lessee need to be removed at the end of the event as they will not be the responsibility of The Freemasons Hall, its employees, agents, assigns or any representative thereof. Storage of items from any event is at the sole risk of the lessee.

13) No outside food or drink is allowed into The Freemasons Hall unless it is provided by a licensed caterer with a valid Allen County board of health certificate, IN Excise permit, Liability insurance and W-9 form. **There is a 15% service fee charged to caterers to use our facility.** This is a standard fee charged by several venues in Ft. Wayne using outside caterers.

14) All receptions will require at least one Police Officer. Payment of security officers is the responsibility of the lessee during events where alcohol is served and shall be provided as follows. Allen County officers are the only approved security. One (1) officer is required for events of up to 175 people. Two (2) officers are required for parties of 176-350. Three (3) officers are required for parties of 351 and up. Rate is \$30/hr per officer. One officer will remain until all guests are gone. Payment must be made to leaser **before** your event so we can secure officers.

The Freemason Hall will secure officer(s).

**Number of officers needed** \_\_\_ **X hours** \_\_\_ **X \$30 /hr. =** \_\_\_\_\_

15) A credit card on file is required for deposit **before** the start of your event.

16) One half of total due is required for reservation of date. **Balance due 30 days prior or a penalty of 10% will be charged.**

17) Additional Terms:

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Deposits accepted in: **Cash, Check, Visa, MasterCard or Discover**

Please makes checks payable to: **'Associated Masonic Trusties'**

Room Rental:

Parking Lot: \$ \_\_\_\_\_

Extras: (tables, officers, cleanup.) \$ \_\_\_\_\_

Total cost for the services to be provided: \$ \_\_\_\_\_

Deposit received: \$ \_\_\_\_\_

Balance due: \$ \_\_\_\_\_

Balance due date: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

The Freemasons Hall

Signed \_\_\_\_\_ Date \_\_\_\_\_

Customer

\*Note: We will meet 30 days out from your event to discuss # of tables, setup, officers, times, audio equipment and what caterers you will be using. You do not need to have your number of tables figured out before this time.

Rev 2.10 Event (15)