

THE FREEMASONS HALL – RENTAL AGREEMENT

216 E. WASHINGTON BLVD. FORT WAYNE, IN 46802 PHONE: 260.426.4720

EMAIL: RENTALS@THEFREEMASONSHALL.COM WEBSITE: WWW.THEFREEMASONSHALL.COM

Today's Date: _____

Date of Event: _____

Number of Attendees: _____

Event Name: _____

Event Type: Wedding Only Wedding Reception Only Wedding & Reception
 Corporate Event Fundraiser _____ Party
 Quinceañera 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.

Payment of 50% of rental is required to reserve venue for your specified date. The balance is due one month prior to event date; otherwise a penalty equal to 10% of the rental total may be charged. A 5% discount will be offered if the contract is paid in full at the time this contract is signed.

Contract must be paid in full for event to take place as scheduled.

Payments are accepted in: Cash Check # _____ Credit / Debit Card

Checks are payable to: **Associated Masonic Trustees**
((\$50.00 fee on returned checks.)

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

***A card must be placed on file to secure your rental in the case of damages, cleanup charges, etc.
Card must be presented to Lessor on day of event to prove card is still active and valid.***

Credit Card Information:

Name on Card: _____ Zip Code: _____

Credit Card No.: _____ Expires On: _____ CCV: _____

LESSEE INITIALS: _____

PACKAGE RATES - YOUR BEST VALUE!

	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
Social Room Only	\$1,200.00	\$1,500.00	\$1,800.00	N/A

All Packages Include:

- Set Up / Tear Down of tables (round and/or rectangular) and standard metal folding 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)

All setup, decorating, event preparation and post event cleanup must be completed within the hours listed above unless otherwise agreed upon in writing.

Additional time for any package will be charged per the hourly A' la carte rates presented below unless otherwise agreed to in writing.

A' LA CARTE RATES

	Up to 149 People	150-249 people	250-349 people	350-500 people
Ballroom	\$250/hr	\$325/hr	\$400/hr	\$475/hr
Social Room	\$150/hr	\$200/hr	\$250/hr	\$300/h
Auditorium	\$200/hr	\$250/hr	\$300/hr	\$350/hr
Day Before Set Up	\$600	\$600	\$600	\$600
Security	\$80/hr	\$80/hr	\$100/hr	\$100/hr
White Chair Rentals	\$6/chair	\$6/chair	\$5/chair	\$5/chair
Round Table w/ 8 Chairs	\$40/table	\$35/table	\$30/table	\$25/table
8 Foot Table w/ 8 Chairs	\$40/table	\$35/table	\$30/table	\$25/table

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. This charge is how we are able to have the flexibility for you to use whatever caterer you want.***

LESSEE INITIALS: _____

Disclosures:

Please read each item carefully and initial where indicated:

- 1) Decorations are subject to Lessor approval.
 - a. We will be as flexible as possible with our approval, and we have many ways to help you transform the space without tape and adhesives that could damage our historic building, therefore, tape of any kind is prohibited on any building surface.
 - b. Confetti, bubbles, silly string, glitter, and open flames of any kind are not permitted.
 - c. Use of prohibited decorations may result in a post event cleaning fee.

LESSEE INITIALS: _____
- 2) Damage to the facility or any contents will be the sole responsibility of the Lessee. This includes but is not limited to damage to any floor, wall, furniture, or other venue equipment and/or property due to the negligence of 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.

LESSEE INITIALS: _____
- 3) Lessee is responsible for cleanup at the end of event.
 - a. This includes clearing tables and placing trash in dumpster. Overfilling dumpster (lid must close) will result in a post event charge.
 - b. Any building furniture or equipment which is moved for your event must be returned to its original location.
 - c. Next day cleanup is not allowed unless Lessee and Lessor agree in advance and in writing.
 - d. The minimum charge for Lessor to clean the facility if Lessee fails to do so at end of event is \$100 per hour, minimum 3 hours (\$300).

LESSEE INITIALS: _____
- 4) 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. Any item left behind from event is at the sole risk of Lessee. Items left over 30 days may be disposed of.

LESSEE INITIALS: _____
- 5) Caterer and bartender service must be approved by and enter into Agreement with Lessor and a 15% service fee must be paid by your caterer to the Lessor.

LESSEE INITIALS: _____

 - a. Family or friends of Lessee/bride/groom are not allowed to provide their services for event.

LESSEE INITIALS: _____
 - b. No outside food or drink is allowed into the facility unless provided by licensed caterer or bartender service recognized as a legal business entity.

LESSEE INITIALS: _____
 - c. 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.

LESSEE INITIALS: _____
 - d. Wedding cakes and cupcakes are the only food items that do not need to come from an approved vendor.
- 6) Lessee acknowledges that the hours that the facility is available to them as part of their package are outlined on page 2 of this agreement and any hours above and beyond those listed and not agreed to in writing will be charged at the A' la carte rates.

LESSEE INITIALS: _____
- 7) Security is required for events where alcohol is served. Fort Wayne/Allen County police officers are the only approved security personnel. The Lessor will arrange for security. Payment for security is included in the package rate contract price.
- 8) Lessor shall not be responsible for any act of God or circumstances beyond their control. Lessor will make every effort to accommodate but cannot assure replacement/rescheduled dates.

- 9) Lessor, their 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, their 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.
- 10) The Freemasons Hall is a non-smoking and non-vaping facility.
- 11) No pets are allowed in the building.
- 12) No weapons of any kind are permitted at rental events at Freemasons Hall.
- 13) Cancellation: There is no refund of any kind if Lessee cancels. If the Lessor cancels event, 100% of all monies paid will be refunded. This contract cannot be used, sold, or transferred to anyone other than original Lessee.
- 14) All deposits are non-transferable.
- 15) Lessor reserves the right to remove any person or persons from the facility for any reason 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.
- 16) 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.
- 17) 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.
- 18) We reserve the right to use any publicly available images of your event, including those taken by our staff, to promote The Freemasons Hall. We will remove or edit personally identifying images upon request.
- 19) The Freemasons Hall will be closed on New Year's Day, The Fourth of July, Thanksgiving, and Christmas Day.
- 20) Additional Terms:

_____ LESSOR INITIALS: _____

_____ LESSEE INITIALS: _____

Package Rental Rate (Page 2): \$ _____

A' la carte Items (List on Page 2):

_____ X _____ +\$ _____

_____ X _____ +\$ _____

Discount (If Any): _____ -\$ _____

Subtotal: \$ _____

50% Deposit: -\$ _____

Balance due no later than _____ : \$ _____

Signed: (Lessor): _____ Date: _____

On behalf of The Freemasons Hall

Signed: (Lessee): _____ Date: _____