

Merchantville Lodge No. 119 F.&A.M.

6926 Park Ave

Pennsauken, NJ 08109

856-663-1719

(Banquet and/or Auditorium Facilities Administered by the Merchantville Lodge Trustees)

RENTAL AGREEMENT

Renter's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (Day): _____ (Night): _____

Date of affair: _____ Type of affair: () Wedding () Party

Day of Week: _____ () Meeting () Other: _____

Starting Time: _____ Ending Time: _____

Total number of expected attendees: _____ Must not exceed _____

Will alcohol be served/sold: () Yes () No

Note: As explained below, if alcohol will be served, you must provide the lodge with a one (1) day Social Host Certificate of Insurance naming **Merchantville Lodge No. 119 F.&A.M.**, its successors and/or assigns, as an additional insured.

Will the kitchen be used to prepare or warm food: () Yes () No

Will a caterer be used during the event: () Yes () No

If yes, Caterer's name: _____ Telephone # _____

Basic Rates:

Downstairs Banquet Facility & Kitchen Rentals.....	\$800.00
Downstairs Banquet Facility & Kitchen Rentals (For Brethren).....	\$200.00
Upstairs Meeting Room (No Food or Beverages Permitted).....	\$500.00

Note: Payment is to be made thirty (30) days in advance of the scheduled event by cash, check or money order as follows:

(in addition to any security deposit as required below)

All Rental Fees & Security Deposits Payable To: Merchantville Lodge #119 F.&A.M.

Rental Times: Contract rental times are for five (5) hour periods, but must end by midnight due to the residential areas surrounding the facility and the township ordinances pertaining to the peace and welfare of the neighborhood residents. DJ's are permitted no boom boxes or excessively loud speakers permitted.

Overtime: Overtime will be billed at an additional \$100.00 per hour, payable in cash at the end of the contract time as stated above.

Security Deposit: A security deposit of \$200.00 (downstairs) or \$100.00 (upstairs) will be due at the signing of the agreement to hold your reservation. The security deposit is a separate charge from the basic rate and is used to secure a guarantee against damages or excessive cleanup of both the inside and outside grounds of the lodge. The security deposit will be returned, less any fee for damages or excessive cleanup to the lodge hall or grounds occur during said event. Security deposits are returned within five (5) business days if rental is paid in cash or within thirty (30) business days if rental is paid by check, following the inspection of the premises by a lodge representative.

This Rental is Subject to the Following Terms and Conditions

1. The **renter** agrees to begin and end the affair as noted above. If the scheduled event exceeds (5) hours, the **renter** also agrees to pay the above listed overtime rate of \$100.00 per hour. A setup time will be provided free of charge, supervised by a lodge representative, only if available.
2. The **renter** agrees that the facility is to be left in the same condition it was prior to the setup time. All garbage containers and recyclable cans are to be used and all garbage placed in the appropriate receptacles. Failure to do so will result in the forfeiture of the security deposit.
3. The **renter** understand that the facility is not a fully handicapped accessible building. The **renter** agrees to indemnify and hold the lodge harmless against any guest of the **renter** who is unable to access the facility because of this condition and acknowledges that this building is a private and not public facility and does not come under A.D.A. rules and regulations.
4. The **renter** agrees to pay for any damages caused by his/her guests. This is to include any amounts that exceed the security deposit.
5. The **renter** agrees that a lodge representative will be present at all times during the hours of the affair.

6. The **renter** is permitted to set up a “ticket box” or “check-in reception desk” at a location near the front stairs of the building.
7. The **renter** accepts the responsibility for the behavior and safety of his/her guest. If it is determined that the affair is out of order by the designated lodge representative, said representative of the lodge has sole discretion to terminate the affair immediately with **no refund** to the **renter**.
8. The **renter** agrees that if alcohol is to be served/sold, he/she is responsible to secure the appropriate liquor permit and certificate of insurance naming **Merchantville Lodge no. 119** as an additional insured. This certificate of insurance must be produced prior to the start of the scheduled event. The **renter** also accepts the responsibility for the intoxication of his/her guests. **Merchantville Lodge No. 119** will not be held responsible for any actions that occur as a result of alcohol service or abuse. **Merchantville Lodge No. 119** reserves the right to have any unruly guest(s) removed from the property.
9. The **renter** shall also provide the lodge with a Certificate of Liability insurance, in the amount of \$1 million, naming **Merchantville Lodge F.&A.M.** its successors and/or assigns as an additional insured. This certificate of insurance must also be provided prior to the start of the scheduled event.
10. **Merchantville Lodge No. 119** agrees to provide reasonable time prior to the event for the **renter** to decorate the facility. The **renter** agrees to use only cellophane tape to secure decorations in the hall. No decorations are permitted in the upstairs facility. NO GLUE, TACKS OR NAILS are permitted to be used. All decorations are to be removed and disposed of as described in item #2.
11. The **renter** agrees to provide all consumable items (paper plates, napkins, plastic ware, table clothes, utensils, etc.) **Merchantville Lodge No. 119** agrees to ensure the proper toiletries, garbage containers and liners are provided for the affair.
12. The **renter** agrees to restrict his/her guests to the rental hall and lavatory facility. There will be no “wandering around” the facility. If guests are curious about Freemasonry, someone from the lodge will be more than happy to provide answers to questions.
13. The **renter** agrees to keep all existing flyers and paraphernalia on the facilities bulletin boards.
14. The **renter** agrees that the remainder of the facility may be used by other groups during the time of the rental. **Merchantville Lodge No. 119** agrees to make every attempt to schedule hall rentals as not to conflict with the **renter’s** affair.
15. The **renter** agrees that no gambling events will be held within the facility.
16. The **renter** understands that handicapped accessible lavatories are not provided on the premises.
17. The **renter** agrees to be responsible for the actions of an outside caterer. **Merchantville Lodge No. 119** agrees to co-operate with said outside caterer.
18. The **renter** understands that the lodge building is a **smoke free facility** and that **no smoking** is permitted inside the premises. Ash trays are placed at the front and rear exit doors (outside) for smoking convenience.

19. Parental supervision is required at all times, for children under the age of 18 years and the renter agrees to be responsible for the safety and welfare of any minor on the premises under his or her supervision and agrees not to allow under aged children to run around the facility, either inside or outside, in the parking lot, or around the building for their own safety as well as for the peace and welfare of the residents who reside in the neighborhood. The **renter** agrees to hold harmless the lodge for any injuries suffered by an adult or child under their supervision and/or control who violate this provision and ignore the rules of safety against allowing children to run or wander unattended throughout, within or around the facility.
20. The **renter** agrees to pay the \$200.00 or \$100.00 security deposit (whichever applies) upon the signing of this agreement. The renter agrees to pay the full amount for the rental purchase thirty (30) days prior to the agreed upon date. **Merchantville Lodge No. 119** agrees to refund the security deposit less any damages by check within five (5) business days if paid in cash or thirty (30) business days if paid by check, following the date of the event, provided the terms and conditions of this agreement were met.
21. The **renter** and **Merchantville Lodge No. 119** agree that cancellation of the event may take place up to thirty (30) days prior to the agreement date of the event with a full refund of the security deposit to the renter. Forfeiture of the security deposit will result if the cancellation takes place within thirty (30) days of the agreed upon rental date.

Renter: _____ Date: _____

Lodge Representative: _____ Date: _____