

MASONIC TEMPLE NON-MEMBER RENTAL AGREEMENT

130 South 6th St Council Bluffs, IA

Rental agreement is for the use of the main hall, kitchen area & parking lot (Note: Two (2) parking spaces of the parking lot are leased on weekdays from 7 AM till 6 PM and will not be available during these hours). Agreement includes the use of the restrooms in the men's and ladies' lounges on the ground floor only. Rental period is for four hours. There is an additional charge for every additional hour. Additional time agreed to in advance.

Note – agreement does NOT cover the following unless otherwise specified:

- Use of the games, pool tables, televisions in the lounge areas
- Any areas on the second or third floors
- Major kitchen appliances including the stove tops, ovens or dishwasher unless specified elsewhere
- Use of utensils & or tableware unless specified elsewhere

Table Arrangements: You may rearrange the tables and chairs in the main hall. You are responsible for sweeping, mopping and returning them to their original arrangement upon completion. You shall remove all decorations, party occasion articles and other materials. Trash may be placed in the dumpster outside.

Cleaning and Custodial Service: You are your responsibility for cleaning and custodial services. We can arrange for our custodian to clean after your event for an additional fee. (Fee Minimum \$150)

Use of Kitchen Facilities

You may use the kitchen for storing and serving food. You may also use the coffee pots for heating water or making coffee. The use of the major appliance can be arranged for additional fees and will require an additional Masonic Temple representative be present to guide and assist with the use, cleaning, and storage of items in the kitchen. Our representative is there to give guidance and to supervise the use our equipment to those who you have chosen to prepare and serve food and beverages at your event. You and your representatives are responsible for the cleaning of the kitchen appliances, utensils, service ware, etc. and returning them to the proper storage area. (Fee for use of Major Kitchen Appliances, utensils and/or service ware \$50/hour figured on full length of rental)

MASONIC TEMPLE RENTAL RULES

- No Smoking in the building
- No, alcohol, drugs or illegal activities or conduct on or about the property
- No vandalizing, disfiguring or destruction or property. The responsible party is accountable for any losses related to the event and will reimburse the Masonic Temple Association for the associated costs.
- The Masonic Temple Association will assign a representative to be present during your event. This person is our spokesperson to answer questions, protect our interests and make working facilities available as appropriate. They are not the custodian but can give guidance as needed.
- In the event of any misconduct, the Temple Representative may ask for your assistance. They may terminate your event at any time if problems persist. They may call for assistance if needed, which may include notification of local law enforcement. There are NO refunds if the event is terminated early.
- The Masonic Temple Association is not responsible for any loss or damage to personal property and/or injuries to you or your guests.

DATE OF EVENT	START TIME	STOP TIME
ELEMENTS OF AGREEMENT		COST
Rental Fee for four-hour period \$350		
Additional Time (\$50/hour)		
Use of Major Kitchen appliances, utensils, and/or service ware (\$100 for 4 hours) Time charge will include entire event duration.		
Custodial Services (\$150 minimum)		
TOTAL DUE IN ADVANCE		

SIGNATURE ORGANIZER –

RESPONSIBLE PARTY _____ DATE: _____

NAME (PRINT) _____ EMAIL _____

ADDRESS: _____

HOME PHONE _____ CELL/ HOME PHONE _____

Signature of Masonic Temple Association (MTA) Representative _____

MTA CONTACT PERSON _____ PHONE _____