ROOM RENTAL AGREEMENT FOR THE MUNCIE ELKS LODGE #245

In consideration of rental payment of $_____the Ballroom, Lodge room, or Small Dining room (Circle One) is reserved for the _____day of_____200 ____for the purpose of holding a _____.

Name of renter _____.

Address of renter _____.

Phone Number of renter _____.

The renter agrees that he or she is personally responsible for any and all damages to the property rented, and a billing for the repair of said damages will be presented to the renter if the Elks deem it necessary. Any damages due to carelessness or vandalism will also be billed to the renter. If the renter does not choose to agree to this provision of the contract, the renter has the option to pay an additional $300.00 non-refundable damage deposit to the Elks at the time of booking. **Candles or confetti use is not permitted for any reason as per the Board of Health and Fire Marshall.**

IT IS AGREED THAT:

1.) Renter agrees to assume all liability with regard to access of minors to alcoholic beverages.
2.) All food and beverages will be purchased through the Elks Lodge. An 18 % gratuity and 8 % tax will be added to all food and beverage sales.
3.) Room capacity for the Ballroom, as stated by the Indiana State Fire Marshall, is not to exceed 215 people without a dance floor. With a dance floor, maximum capacity is 175 people. Room fee is $550.00. (Room fee Elk member $275.00).
4.) Room capacity for the Lodge room as stated by the Indiana State Fire Marshall, is not to exceed 100 people. Room fee is $200.00. (Room fee Elk member $100.00).
5.) Room capacity for the Small Dining room as stated by the Indiana State Fire Marshall, is not to exceed 75 people. Room fee is $200.00. (Room fee Elk member $100.00).
6.) Cancellation of room booking is accepted **ONLY IN WRITING** no later than 90 days prior to scheduled event. Pre-paid rental fees will be returned if canceled within the above provision.
7.) There may be an additional charge if renter requests additional days for set-up or clean up.

Signed: Signed:

_____ _____

For the Muncie Elks Lode #245 Date Renter Date