

Lodi Elks Lodge #1900

19071 N Lower Sacramento Road - Woodbridge

209/369-3291

ROOM RENTAL CONTRACT

Lessee: _____ Contact #: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Event: _____ Type of Event: _____ # of Attendees: _____

Starting Time: _____ Ending Time: _____ Decorating Date/Time: _____

Room Requesting: Sun Room / Downstairs Dining Area / Lodge Room

Sun Room will be Free to Members of this Lodge. \$25.00 to Non-Members for One time use. Room is to left in the condition you found it. If Janitorial service is needed an additional charge of **\$25.00** will apply.

Downstairs Dining Area, or Lodge Room, will be available at a charge to be determined by approximate count of attendees:

		<u>Member</u>	<u>Non-Member</u>
❖	Up to 99	\$100.00	\$200.00
❖	100 to 175	\$150.00	\$300.00

- ❖ A refundable deposit of **\$200.00** is required for ALL event. Deposit will be refunded after event (minus exceptional cleaning costs, damages, etc.). Deposit is forfeited if event is cancelled less than 30 days prior to event.
- ❖ A Cleaning Fee of **\$100.00** is required.
- ❖ Security is required for all events: Up to 99 **\$24** per hour or 100 to 175 **\$48** per hour times length of event.
- If bar service is requested additional fees apply at an hourly rate of **\$12.00** per hour/per bartender. A One Day Liquor license can be requested to utilize bar privileges. The fee is **\$35.00**.
- If wine or champagne is requested to be brought in privately, a corkage fee of **\$6.00** per bottle will apply. No other beverage of any kind may be brought in from outside sources. If it occurs the event will be shut down and the guests will be asked to leave.
- If outside caterers are requested, such caterer must show license and proof of liability insurance. A list of approved caterers is available in the Lodge office. A paper goods charge of **\$1.00** per person will be added if the caterer does not supply.
- We will continue to offer the use of the dining area at no charge in the event of the death of a member. All other charges will apply (clean up, extra bartenders and security if needed). A **\$1.00** per person charge will be added for the use of paper goods.

Rental Fee: \$ _____

Cleaning Fees: \$ 100.00

Bartender: # of Bartenders _____ \$12 x hours = \$ _____

Corkage Fee: # of Bottles _____ x \$6 = \$ _____

Liquor License: \$ _____

Security: # of guard _____ x \$24 x _____ hours = \$ _____

Paper Goods: \$1.00 x _____ person = \$ _____

Total Rental Cost \$ _____

Payment Received on _____ Check # _____
All fees are to be paid 1 week before event

Deposit: Date Paid _____ Check# _____ \$ 200.00

Signed _____
Responsible Party Membership #

Rental Agent _____

House Committee Approval Date _____

❖ = Required Fees

• = Optional Fees

Caterers:

- Jose Gaitan is our in-house caterer and would do a great catering job for you.
209/922-9344
- A Touch of Mesquite
334 E. Lodi Ave
209/333-7271
- Black Tie Gourmet
623 E. Oak St
209/369-9555
- DeVinci's Deli and Catering
220 S. Church St
209/334-3234
- Dickey's BBQ Pit
1379 S. Lower Sacramento Rd
209/365-9021
- Flip's Burger (Catering Truck)
230 Cherokee Ln
209/334-3199
- Habanero Hots Restaurant and Salsa Co
1024 Victor Rd
209/369-3791
- The Movable Feast (The Untaco Truck)
Various Locations
209/331-3111
- Subway Sandwich Shop
1301 W. Lockeford St
209/369-4170
- Twisted Fork
123 W. Elm St
209/369-3675
- Woodbridge Pizza (also chicken)
18879 N. Lower Sacramento Rd
209/333-8412