

MASONIC BUILDING RENTAL AGREEMENT

878-5th Street **RATES EFFECTIVE: 1/MAR/12** Phone: (360) 373-8922

THIS AGREEMENT made and entered into this day (d/m/y) _____, 20____ by and between the Masonic Temple Association of Bremerton, Washington, a non-profit Corporation organized and existing under the laws of the State of Washington, acting by and through the Trustees, hereafter called the "Lessor" and _____ hereafter called the "Lessee". The Lessee agrees to furnish for the purposes herein after named the _____ areas and rooms of the Masonic Temple building premises located at 878 5th Street, Bremerton Washington, and to NO other portion or portions of said building belonging to the lessor. The premises are to be lighted, cleaned and such equipment specified therein as may there at the time of the execution of the agreement, for the purpose of _____

commencing at ___ O'clock __M, on the _____ day of _____, 20____, and

terminating at ___ O'clock __M, on the _____ day of _____, 20____.

Note: Your rent time must include all preparation and clean up time required for your event. Additional hours for set-up, preparation, takedown and clean-up which fall outside the prescribed times as designated in the above information blocks are designated "Overtime" hours, or are in support of the prescribed times, are subject to the charges and fees listed in article 1 of this agreement.

TERM AND CONDITIONS: This agreement is made and entered into upon the following express covenants and conditions, all and every one of which is Lessee hereby covenants and agrees to and with the Lessor to keep and perform.

The Lessee agrees to pay the Lessor as and for the said premises above described, the sum of \$_____, and an additional balance of \$_____ which is the **sum of the itemized and specified in Article 1, Additional Services/Charges, of this agreement**, are to be paid on or before the execution and completion of this agreement:

1. **Additional Services/Charges:** These fees are in addition of the normal rents and will be added to the balance of the Lessor. The list of available and /or required services, and their corresponding fees, which may not be determined until after the event are as follows:

_____ **Kitchen use/clean up fee.....\$ 50.00**

_____ **Chaffing sets @ \$25.00 each(cleaning/washing & 2 cans of Sterno included).....\$ _____**

_____ **Sterno @ \$2.00 per can.....\$ _____**

_____ **Dishwashing fees @ \$15.00 per hour.....\$ _____**

_____ **Additional Garbage cans (over one) @ 10.00 each.....\$ _____**

_____ **OVERTIME @ \$30.00/half hour or \$50.00 per hour.....\$ _____**

ADDITIONAL BALANCE DUE.....\$ _____

2. **Reservation and Repair Deposit** : The Lessee shall deposit \$100.00 (\$200.00 if alcoholic beverages are served-see article 6) with the Lessor, which amount shall be held by the Lessor as security for the timely receipt of cancellation, refundable in the notice of cancellation is received no less than 14 (fourteen) calendar days prior to the commencement and execution of this agreement. The deposit shall be held and remitted at the termination of this agreement or credited to the balance provided that all of the terms and conditions herein contained have been fully performed by the Lessee, see Article 9 and 10 examples that may result in deductions from the deposit.

TOTAL DEPOSIT REQUIRED:\$ _____ Received by: _____

3. **CANCELLATION FEE** : If cancelled, a twenty five dollar (\$25.00) fee will be withheld from the deposit.
4. **OVERTIME CHARGES** : In the event the Lessee shall require entry prior to, or remain on the premises after the conclusion of the Rental Agreement as set forth, the Lessee shall pay the Lessor the sum of \$30.00 per half hour or \$50.00 per hour of occupancy outside the hours herein above set forth.
5. **IMPOSSIBILITY OF PERFORMANCE** : In case of said premises or any part thereof shall be destroyed or damaged by fire, or any other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of this contract by the by the Lessor, the Lessor shall not in any case be held responsible for any damages caused thereby.
6. **CONTROL OF BUILDING** : By renting said premisis to the Lessee, the Lessor does not relinquish the right to control the management thereof and to enforce all necessary and proper rules for the management and operation of the same, and the Lessor or designated agents may enter the same at any time or on any occasion, Furthermore, the Lessor and/ or agents shall have the right to enter into and upon the same premises, or any part thereof, at all reasonable hours for the purpose of examining the same or making repairs or alterations thereon as may be necessary for the safety and preservation thereof.
7. **THE CONSUMPTION OF ALCOLIC BEVERAGES** : will require additional conditions as designated by the attachment to this contract and an additional \$100.00 deposit.

8. **USE OF PREMISES** : The Lessee shall use the premises for no other purposes or business than previously stated herein and nothing of improper, illegal or immoral nature shall be permitted thereon.
9. **LAW OBSERVANCE** : The Lessee agrees that every member or guest connected with said event, as set forth in the preceding paragraphs, or any person or persons allowed on the premises by said Lessee or on the premises as a result of Lessee's event, shall abide by, conform to and comply with all the laws, rules and regulations pertinent to the management and government of said facilities as well as the requirements of the local Law Enforcement Authority and Fire Department. If the attention of the Lessee is brought to such violations on the part of the Lessor or any person employed by or admitted to said premises by the Lessor, the Lessee shall immediately desist from and correct such violation.
10. **DAMAGE AND DEFACEMENT** : The Lessee shall be responsible for immediate repair or payment for damage occurring during the time of this Rental Agreement to any personal property, equipment, furnishings, furniture, or portions of the real property or fixtures (including floors, window glass, etc.) The Lessee shall not injure, mar, or deface said premises and shall not cause or permit anything to be done whereby said premises shall be in any manner injured, mar or defaced, nor shall they drive any nails, hooks, tacks, or screws in any part of said building, nor shall they make or allow to be made, any alterations of any kind therein. **The use of tape of any kind on any painted surfaces results in paint damage and is therefore prohibited. Damage resulting from use of tape will be deducted from the damage deposit.** The damage deposit may be withheld until repairs are complete.
11. **ASSIGNMENTS** : The Lessee shall not assign this lease nor suffer any use of said premises other than specified, nor sublet the premises or any part of said premises or any part thereof without the written/consent of the Lessor or its Agents.
12. **NO RESPONSIBILITY FOR LESSEE'S PROPERTY** : The Lessor assumes no responsibility whatever for any property placed in said premises by the Lessee or any other person or persons, and the Lessor is hereby expressly released and discharged from any liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of said facilities under this document and all watchmen and other protective services desired by the Lessee must be arranged for by special agreement.

13. **INDEMNIFICATION OF LESSOR** : The Lessor shall not be liable for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by Lessee or by any person whosoever may at any time be using or occupying or visiting the demised premises, or be in, on, or about the same during the term of this rental agreement, whether such loss, injury, negligence of Lessee or any occupant, subtenant, visitor, or user of any portion of the premises, or shall result from or be caused by any other matter or thing whether the same kind as, or of a different kind that the matters or things above set forth, and Lessee shall indemnify Lessor against all claims, liability, loss or damage whatsoever on account of any such loss, reason of negligence, or misconduct of the Lessor, its agents or employees.

14. **GENERAL HALL RULES : (Attached or Posted)** The Lessee agrees to review and conform to all attached or posted General Hall Rules in their entirety.

IN WITNESS THEREOF, The parties have hereunto affixed their hands this date for the above written.

MASONIC TEMPLE ASSOCIATION Bremerton, Washington

By Lessee: _____

By Lessor: _____

Phone Number _____

THANK YOU FOR UTILIZING OUR SERVICES

CHARGES FOR PUBLIC RENTAL OF THE MASONIC HALL

ROOM	MAX CAPACITY	TIME	FEE
BANQUET HALL	400	12 HOURS	\$475
BANQUET HALL	400	8 HOURS	\$425
BANQUET HALL	400	4 HOURS	\$275
LODGE ROOM	400	4 HOURS	\$275
CLUB ROOM	100	4 HOURS	\$225

NOTE: The Banquet Hall has 10 round tables and 13 rectangular tables w/chairs

Under the supervision of the Custodian, special care must be used when moving tables and chairs across the wooden floor by lifting, rather than scooting them into position and A hand truck is available for moving chair stacks.

- 1) A deposit of \$100.00 is required at the time the reservation is made, refundable except for a \$25.00 cancellation fee, if notice of cancellation is received at least 14 calendar days prior to intended use.**
 - 2) Use of kitchen/utensils for cooking/food prep: \$50 will be in addition to above charges**
 - 3) Chaffing dishes (up to 4 sets) are available @ \$25.00/set--2 cans Sterno supplied per set, additional Sterno available at \$2.00 per can.**
 - 4) Fees for dishwashing, if used, will be in addition to the above charges. Dishwashing fee @ \$ 15/hr.**
 - 5) Garbage in excess of 1 standard 32 Gal can will be charged at the rate of \$10.00/can**
- NOTE: If you wish to haul your own garbage out, garbage bags will be supplied and no charge will be incurred.**
- 6) Rented facilities will be made available 15 minutes prior to rental agreement time and overtime charges will be tabulated 15 minutes after the rental agreement ending time unless specifically negotiated with the Head Custodian.**
 - 7) Hourly rates over contract hours will be charged at \$30 per half hour or \$50/per hour**

CHARGES FOR MASONIC ORGANIZATIONS OUTSIDE THE BUILDING

ROOM	TIME	FEE
BANQUET HALL & LODGE	12 HOURS	\$425
BANQUET HALL	12 HOURS	\$350
BANQUET HALL & LODGE	8 HOURS	\$350
BANQUET HALL	8 HOURS	\$300
BANQUET HALL	4 HOURS	\$200
LODGE ROOM	4 HOURS	\$200
LODGE ROOM & BANQUET HALL*	4 HOURS	\$230
CLUB ROOM	4 HOURS	\$100

* Lodge room used for meeting and Banquet hall used for refreshments afterwards

- 1) Fees for dishwashing, if used, will be in addition to the above charges. Dishwashing fee @ \$ 15/hr.
 - 2) Garbage in excess of 1 standard 32 Gal can will be charged at the rate of \$10.00/can
- NOTE: If you wish to haul your own garbage out, garbage bags will be supplied and no charge will be incurred.**
- 3) Rented facilities will be made available 15 minutes prior to rental agreement time and overtime charges will be tabulated 15 minutes after the rental agreement ending time unless specifically negotiated with the Head Custodian.
 - 4) Hourly rates over contract hours will be charged at \$30 per half hour or \$50/per hour

CHARGES FOR MASONIC MEMBERS IN TEMPLE

Rental of the Banquet Hall for weddings, wedding receptions, anniversary parties, birthday parties & retirement celebrations (4 hour maximum) 75 dollars plus custodial fee, dishwashing fee and garbage fee. Custodian fee @ \$15.00 per hour.

Note: Volunteer or Event Custodians may be used with agreement of the Chief Custodian.

NOTE

ALL FEES MUST BE PAID AT THE BEGINNING OF THE ACTUAL EVENT UNLESS SPECIFICALLY NEGOTIATED WITH THE CHIEF CUSTODIAN.

A WALK THROUGH WILL BE CONDUCTED WITH THE EVENT CUSTODIAN AT THE END OF THE EVENT TO ENSURE THE TERMS OF THE CONTRACT HAVE BEEN MET AND THE HALL HAS BEEN BROUGHT BACK TO SATISFACTORY CONDITION.