



This contract for the rental of a facility is made this day, _____,
by and between B.P.O. Elks Lodge #309, hereafter referred to as Elks Lodge
and _____, hereafter referred to as the Client.

Whereas, the Client desires to temporarily rent, occupy, and make use of the Elks Lodge facility, located at 3400 N. Nevada Ave. Colorado Springs, CO. 80907. Whereas the Elks Lodge agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Client shall pay to the Elks Lodge the sum of \$350 immediately to confirm the event date and to act as a damage/security deposit.

This amount is a non-refundable deposit should the client cancel the event within 60 days of the scheduled event. Thereafter, the \$350 is a damage deposit which will be returned to the Client within 14 day after the event, minus any charges for actual damages done to the venue by Client or his/her guests. In the event the damages done to the facility by the Client or his/her guests exceed the damages/security deposit, the Client understands he/she will be responsible for the remaining balance for the damages.

2. Client shall remove all personal property and other items that were not present in the Facility when Client took control of it upon the completion of the event.

3. Upon Client's completion of his/her obligations under (2) above, the Elks Lodge shall return to Client the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Client and/or Client's associates, guests, invitees, and all other persons whatsoever who enter the facility during the rental period, whether or not such persons did so with Renter's knowledge or consent. The Client will be notified regarding any repairs necessary to restore the facility to its original state and the amount withheld from the deposit or the remaining balance the Client is required to pay to repair/clean damages.

4. In the event that Client fails to pay the balance due as shown below within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 12% per year until it is paid. Client shall also be liable to Elks Lodge for any legal fees, court costs, and other expenses associated with collection.

5. Client will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that the Elks Lodge may incur as a consequence of the actions of Client or any of the Client's guests while Client is in control of the facility, and shall indemnify and hold harmless the B.P.O. Elks Lodge 309 against any and all legal actions which may arise from Client's use of the facility.

6. Any disputes arising under this contract shall be adjudicated in the B.P.O. Elks Lodge 309's local jurisdiction.
7. The Client further agrees to pay the Facility Fees for Event Usage as listed below in accordance to the times agreed on between the Elks Lodge and the Client.

Room Rental

Room rental rates are based on the room(s) of your choice and by the number of people in attendance, plus other miscellaneous requests.

Room rental rates are for up to 6 hours in duration; additional hours will be charged by the hour at \$125 per hour. Rental rates include tables, chairs, white linen table clothes, set up and tear down. Extra time will be allowed for decorating and clean-up when possible. Event end times are no later than midnight.

Room Desired: Rate:

Ballroom – Seats a maximum of 250 people. The Ballroom can be used as a stand alone meeting room, or with the dance floor and bar/lounge. Additional tables & chairs can be set in the lounge to increase occupancy by forty people.

Ballroom Only for meetings with no service.
Under 100 people \$250
100 people and up to maximum \$350

Ballroom, Dance Floor/stage, Lounge w/bar
Under 100 people \$575
100 – 250 people \$675

Bar Lounge Area – seats maximum of 40 people
Lounge Area w/bar & dance floor – \$475

Dining Room – Seats a maximum of 80 people
Up to 50 people \$100
51 to 80 people \$250
With outdoor deck add: \$150
With in-room bar/cocktail service \$250

Miscellaneous Equipment & Upgrades

Additional Display Tables \$ 2.50 per table
Additional skirting for tables \$ 3.00 per table
Chair covers (white – max 250) \$ 50 + \$2 per chair
Colored Linen napkins \$ \$30 per 100 napkins

Kitchen Rental Usage by Outside Caterer or Members

Kitchen use for staging by outside caterer \$250
Elks Lodge provided dishwasher when catered \$ 75
Elks Lodge provided Porter when catered \$ 75

(Above fees are not accessed when the Elks Lodge provides the food and catering.)

Audio & Visual Equipment

Electronic Projector Screen	\$ 25
Projector	\$ 50
Podium & Microphones	\$ 25
iPod attachment to sound system	\$ 50
CD attachment to sound system	\$ 50

Stage Usage add-on

4 piece band or DJ	\$ n/c
additional band members over 4 people.	\$ 25 per person

Security & Safety

Security guards are required for functions of 100 or more people when the bar is available or under certain other circumstances. The rate is \$150 per guard for a minimum of 6 hours. A rate of \$25 per hour per guard thereafter.

100 – 125 people ... 1 security guard	\$150
126 and 200 ... 2 security guards	\$300
Over 200 ... 3 security guards	\$450

15% Holiday surcharge will be applied to Ball Room Rates for New Year's Eve.

Client Name: _____

Address: _____

City: _____ State _____ Zip: _____

Cell phone: _____ Email: _____

Event Name: _____ Date: _____ Time: _____

Choices:	Rates:	Comments
Damage/Security Deposit	\$ _____	
Rooms selected	\$ _____	
Audio/visual equipment	\$ _____	
Additional Tables	\$ _____	
Additional Linens	\$ _____	
Kitchen Usage	\$ _____	
Stage Usage	\$ _____	
Security	\$ _____	
Sub-Total		\$ _____

Food

Meal cost per person: \$ _____

Tax per person \$ _____

Gratuity per person \$ _____

Total per person \$ _____ X guaranteed number = \$ _____