

Shelton Elks Lodge. LLC

Special Events and Wedding Venue Contract

This Contract is made effective as of _____(Today's date) by and between Shelton Elks Lodge, LLC and _____(Clients)

The Clients represent that they desire to hold a special event or wedding on _____(Date) at the Shelton Elks Lodge Upstairs/Downstairs/in Park (Circle One). Therefore, the parties agree as follows:

1. VENUE RENTAL FEE(S)

- The CLIENTS agree to pay a non-refundable SECURITY DEPOSIT of \$150.00. This Payment is for the use of the venue for the specified date of event/wedding and is payable at the time of contract signature. If for any reason, Shelton Elks Lodge is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities. In the event of cancellation by the CLIENT of this special Event/Wedding, this deposit will be non-refundable.
- A refundable DAMAGE DEPOSIT of \$150.00 (to be paid separate, returnable to the CLIENT(S) up to two(2)weeks after the event has been held once property has been inspected for potential damage from special event or wedding).
- The balance amount of Rent will be required on or before occupancy of the premises.

Use of one floor 4 hours or less	Without Kitchen	\$200.00
Use of one floor 5-8 hours	Without Kitchen	\$350.00
Use of one floor more then 8 hours	Without Kitchen	\$450.00
Use of Kitchen (not including China, Silverware, utensils, pots & pans)		\$100.00
Use of outside catering additional to kitchen fee		\$100.00
Use of China, Silverware, utensils, pots & pans		\$50.00
Bartending Services (mandatory if any alcohol is on site) by hour		\$15.00
Extra day of Decorating and/or cleaning		\$100.00
Extra time Vacating (more then 1 hour) by hour		\$100.00
Decorating/Cleaning fees \$200 plus per hour,(including Dishes)		\$20.00

2. DATE CHANGES:

In the event the CLIENT(S) if forced to change the date of the event or Wedding, every effort will be made by Shelton Elks Lodge to transfer reservations to support the new date. The CLIENT(S) agree that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable.

3. CLIENT(S) CANCELLATIONS;

In the event of a cancellation, SECURITY DEPOSIT IS NON-REFUNDABLE.

4. CATERED EVENTS BY ELKS LODGE

Food Prices includes first 4 hours of rent. Prices of catering are to be set by the Board of Trustees and are subject to change. See Catering price list.

Initial Here _____

5. LOCATION:

The CLIENT(S) understands that they and their invited guests will abide by all permit requirements while on the property of the Shelton Elks Lodge venue. This includes the following:

- Banquet Permits required/C1.12 mixologist permits required for consumption of Alcohol. The CLIENTS will secure the permits from the liquor control board and the cost of permits will be the responsibility of the CLIENT(S). you may provide your own bartenders but each will provide proof of permit and One of our Staff is mandatory to be used at \$15 per hour.
- All events must end by 1:30am to comply with County and State law and in order to allow for clean-up and closure of site by 3AM
- NO EXCEPTIONS.
- No reception/wedding furniture may be left outside overnight (Chairs, umbrellas, arbors, or tents.)
- **ABSOLUTELY NO UNDER-AGE DRINKING.**

6. UNFORSEEN EVENTS

The CLIENT(S) cannot hold the Shelton Elks Lodge responsible for failure to provide basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. If an Act of God were to occur preventing the event from taking place as scheduled, Shelton Elks Lodge will allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations of outdoor site due to inclement weather will NOT be considered for refunds.

7. FOOD & CATERING

- CLIENT(S) may select any caterer of their choosing.
- If your event is catered, your catering company is responsible for the set-up, break-down, and clean-up of the catered site. All china, silverware, utensils, pots and pans are available for an additional cost.
- Please allow appropriate time to break-down and clean-up
- All event trash must be disposed of in the dumpster at the conclusion of the event.
- ALL vendors (florists, bakers, musicians, rental company, etc.) must adhere to the terms of our guidelines and it is the CLIENT'S responsibility to share these guidelines with them.

8. COURTESY PROTOCOL;

The Shelton Elks Lodge reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

9. PERMITS AND INSURANCE

- A special event insurance is required by Shelton Elks Lodge, LLC. It is the CLIENT(S) responsibility to purchase and provide proof of Special Event/Grange Insurance listing Shelton Elks on the policy. The CLIENT(S) can choose any insurance company of their choosing.
- If the CLIENT(S) plan or even suspect that alcohol may be consumed on the Shelton Elks Property inside or in the parking lot. The CLIENTS will secure the permits from the liquor control board and the cost of permits will be the responsibility of the CLIENT(S). It is the CLIENT(S) responsibility to assure no one under-age consumes alcohol. **ABSOLUTELY NO UNDER-AGE DRINKING**

10. LIABILITY:

The CLIENT(S) cannot hold Shelton Elks Lodge, it board of directors, staff and volunteers, liable from suit, actions, damages and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at the Shelton Elks Lodge, LLC.

11. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties except in the Catering Event Contract, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

12. AMENDMENT;

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

13. SERVERABILITY

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. WAIVER OF CONTRACTUAL RIGHT;

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

15. APPLICABLE LAW;

This agreement shall be governed by the laws of the State of Washington.

16. RULES AND REGULATIONS;

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and WEDDING COORDINATORS and VENDERS who are involved in the planning and execution of a special event or wedding on the premises of the Shelton Elks Lodge venue.

- Event Ending Time: All events must end by 1:30am to comply with Mason County ordinances and Washington State Law and in order to allow for clean-up and closure of the site by 3am. The premises shall be cleared within 1 hours of estimated end time or an additional charge of \$100.00 will be assessed.
- Usage time shall be no earlier than 9:00 am.
- The Lodge will provide a representative who will be present at all times the facility is being used. The Lodge representative will be available to open the Lodge 30 minutes before scheduled usage time and secure the premises at the conclusion of the functions. This individual shall be an Officer of the Lodge, and shall have full authority to enforce the terms of the agreement.
- Decorations: All decorations must be removed without leaving damages. You, the user, are responsible for removing all decorations you put up for all personal and contracted property. Including all tape.
- The CLIENT(S) are responsible to ensure all garbage from your event is removed from inside and outside the building and placed in the outside dumpster. If your function causes the lodge to require an additional garbage pickup you will be billed for the additional costs.
- Absolutely NO chewing gum, NO small glitter or confetti decorations are allowed. If chewing Gum is found in the floor, carpet, on the walls or in the Urinals the CLIENT(S) will be billed an additional \$200.
- Be kind and leave the property as you found it. In addition any cleaning that our staff must do, will be billed at \$20 an hour.
- Alcohol may not be served to minors. At any time, if the staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guest from the premises. **ABSOLUTELY NO UNDER-AGE DRINKING**
- All music must end by 1:30 am to comply with state law.
- Children are not permitted to wander the grounds unsupervised by an adult.
- All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.
- Lodge fixtures, decorations, awards, emblems or other Lodge property will not be removed or rearranged for any reason.

RENTAL CONTRACT

RESERVATIONS PROCESS

A rental contract must be signed, all pages initialed and signed, as well as appropriate deposits submitted in order to confirm Shelton Elks Lodge Venue.

Type of Function : Reunion _____ Wedding _____ Other _____

Date of Function: _____ start and end time of rental _____

Group Name _____

Contact Person _____

Estimated Number of Rooms Needed _____ Floor requested _____

Total Number of People _____

Member Sponsor _____ Lodge _____ Member Number _____

Member Phone _____ Cell Phone _____

Client 1 (Bride) Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell phone _____

Email _____

Client 2 (Groom's) Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ cell Phone _____

Email _____

Rehearsal Date _____ Rehearsal Time _____

Rehearsal Location _____

Officiate _____ Phone _____

Wedding Date _____ Wedding Time _____

Wedding Location _____

Reception time _____ Reception Location _____

Caterer Name and Phone number _____

Please Check Live Music _____ Disc Jockey _____ Other _____

Entertainment Name _____ Phone _____

Initial Here _____

By Signing below, renter agrees to pay for any damage to interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold Shelton Elks Lodge, LLC and its staff harmless, including court costs and attorney fees, in any legal action, which may result from this event

Renter Name (Printed)

Signature _____ Date _____

Shelton Elks, LLC (printed Name of representative) _____ Title _____

Signature _____ Date _____

TO HOLD SITE

Non Refundable Deposit \$150.00 _____ Date Rec'd _____

Damage Deposit \$ 150.00 _____ Date Rec'd _____

Proof of Insurance _____ Date Rec'd _____

Liquor Permit _____ Date Rec'd _____

Usage fee Quoted: \$ _____

Payment information Visa, MC, Discover, Cash or Money Order

Name on Card _____

Card Number _____

Expiration Date _____ Security Code _____ Amount _____

NO Chewing Gum Clause

By Signing below, renter understands Absolutely NO chewing gum, NO small glitter or confetti decorations are allowed. If chewing Gum is found on the floor, carpet, walls, in the sinks or anywhere on the property the CLIENT(S) will be billed an additional \$200. Make sure gum is not given to children.

Renter Name (Printed)

Signature _____ Date _____

Initial Here _____