

# HALL RENTAL GUIDELINES

That RENTER agrees to comply with the below listed Lodge #124 Banquet Hall Rules:

- a. No confetti, no tacks, tape, nails, etc. used on the walls for decoration purposes.
- b. Upon leaving, all tables will be cleared and chairs stacked upon them in the same manner received, 8 chairs stacked per table
- c. Upon leaving, all trash will be bagged and transported into the large red dumpster located at the south end of the parking lot. Additional garbage bags are located in the kitchen.
- d. Upon leaving, all personal items, including beer kegs, are to be removed from the premise or they will become property of Lodge #124
- e. Upon leaving, all interior lights shall be turned off and secondary vestibule doors locked.
- f. Upon leaving, the kitchen exit door shall be closed/locked, refrigerator light turned off, door closed, and all ovens/burners turned off.
- g. RENTER shall handle any other items in disarray, which may include, but are not limited to; e.g. vomit accidents, excessive amounts of trash inside the banquet halls or outside in parking lot, numerous decorations on premises, etc. Cleaning supplies can be found in kitchen area.
- h. The RENTER understands the hall is non-smoking and shall NOT allow anyone to smoke in the banquet rooms, hallways, kitchen, walk-in cooler, bathrooms or vestibule. A violation of this rule will impose a \$200 fine to the RENTER.
- i. Entertainment System: There are instruction sheets under the bar on how to operate our systems. If you do not understand, DO NOT REMOVE WIRES from our system. Any tampering with our equipment will result in a \$200 fine.
- j. MICROPHONE: To operate the mic, flip switch above countertop up; turn dial for volume; press and hold button on mic until green, then talk.
- k. Soda Drink Tip: if the pop tastes flat, it is caused by stale pop in the lines since the system was last used. To flush the stale pop, pour approximately 1 pitcher of each flavor down the drain. This will flush each flavor of stale pop.



**NO SMOKING**

## **FAILURE TO FOLLOW THE RULES:**

RENTER agrees to be billed for any infraction(s) of the aforementioned Banquet Hall Rules at a rate of **\$25.00** per man-hour of extra work (except for the non-smoking fine which is \$200) until resolved (one-hour minimum charge). RENTER cannot be considered in good standing until the bill is paid in full. Any member NOT in good standing will NOT be able to rent the hall in the future or have access to the Members Room until the bill is paid in full.

By following these rules and guidelines, we are able to keep our rental prices low and continue to update our facility. Please help by doing your part today.