



Rosenberg Masonic Lodge #881

A.F. & A.M.

25507 Southwest Freeway
Rosenberg, Texas 77471

FELLOWSHIP HALL RENTAL AGREEMENT

This document represents a binding agreement between the **Tenant** and **Rosenberg Lodge No. 881**, or its designee, for use of the **Rosenberg Lodge No. 881's Fellowship Hall**.

OCCUPANCY.

The **Rosenberg Lodge No. 881's Fellowship Hall** has been made available for social events. Social events, in how it relates to this contract can include, but may not necessarily be limited to: family reunions, weddings, wedding showers, various parties, church functions, arts performances, etc. Occupancy of the **Rosenberg Lodge No. 881's Fellowship Hall** shall be no more than 99 people by order of the City of Rosenberg Fire Marshall. No pets allowed.

FEES. The rental fee is \$350 per event (minimum of five hours). **Tenant** is charged for the total time in the building, including any preparation activities (e.g. set-up; decorating) and general cleanup. An additional \$50 per hour fee for each additional hour (or any part thereof) can be accommodated, but not guaranteed. A \$200 deposit is required to secure the rental of the **Rosenberg Lodge No. 881's Fellowship Hall**.

Notes:

- (1) Tenant is required to pay the full \$200 deposit to secure the rental no less than ten (10) days prior to the event. Rosenberg Lodge No. 881 reserves the right to hold the deposit up to 30-days after the rental to ensure its costs are covered from Tenant's event. Tenant shall provide the Rosenberg Lodge No. 881's Hall Manager his/her physical mailing address by which the deposit, or portion thereof can be mailed to the tenant within the aforementioned timeframe. Note: damages, missing property, special cleaning, or additional time not otherwise agreed upon, will be extracted from the deposit.
- (2) Tenant is required to pay the full \$350 rental fee upon taking over the building.

CLEANING.

Rosenberg Lodge No. 881 will ensure the **Rosenberg Lodge No. 881's Fellowship Hall** is clean and tidy prior to the tenant's event. Tenant shall return the facility, immediately after use, to the same or better condition as received. **Tenant responsibilities include but is not limited to:** picking up and

Revision: November 2018

Tenant's Initials _____
Fellowship Hall Manager's Initials _____

disposing of trash from all receptacle (from the facility), sweeping and mopping all floors impacted by the event, cleaning the tables, and wiping off the kitchen and preparation counter tops. The state of the cleanliness will be the opinion of Rosenberg Lodge No. 881 or its designee, and if determined that untidy conditions warrant additional costs borne by the **Tenant**, it shall be determined at the sole discretion of Rosenberg Lodge No. 881 and those costs shall be covered by the **Tenant's** deposit. **Tenant** shall remove all perishables from the **Rosenberg Lodge No. 881's Fellowship Hall** prior to move-out.

DEPOSIT REFUND.

The full \$200 deposit will be refunded if **Tenant** cancels rental no less than five (5) days from the date of the scheduled event. Fifty (50) percent of the deposit will be refunded if tenant cancels less than three (3) days prior to the scheduled event. No refund will be provided if tenant cancels less than twenty-four (24) hours prior to the scheduled event.

PAYMENT.

Payments may be made by cashier's check, money order, or by cash only. Cashier's checks and Money Order shall be made payable to **Rosenberg Lodge No. 881**. Personal checks will not be accepted.

REASONABLE CARE.

The **Tenant** is required to exercise reasonable care to assure no damage is done to the building, including, but not limited to: furniture, kitchen, rest rooms, and any equipment or decorations belonging to **Rosenberg Lodge No. 881**. If there will be small children at an event, parents (or caretakers) are advised to keep them under control. Decorations may be affixed only with painter's or masking tape provided they are removed. Under no circumstances should anything be taped to the ceiling. Any damage to the hall or failure to exercise reasonable care, will be charged to the **Tenant** at a fair and reasonable cost. Any and all supplies including, but not limited to food preparation equipment, serving utensils, etc. belonging to **Rosenberg Lodge No. 881** shall not be removed from the building. Replacement of the aforementioned shall be charged to the **Tenant** at a cost to replace plus 15%.

All food items shall be prepared offsite. **Rosenberg Lodge No. 881's** kitchen, oven, countertops (food preparation area), and sink area shall be used only for warming up previously prepared food and general cleanup, respectively. The cook tops shall not be used for any purpose. Any evidence suggesting the cook tops were used and grease vapor was produced, spills observed, or mess caused during the preparation of food, the Tenant shall clearly understand his/her deposit can be voided. This will be at the discretion of the Fellowship Hall Manager, **NO EXCEPTIONS**.

The stove and microwave may be used, but must be adequately cleaned after use. If left not cleaned, a portion of the tenant's deposit may not be returned. This is at the discretion of the Fellowship Hall Manager.

FURNITURE ARRANGEMENT.

The **Tenant** is responsible for any necessary rearranging of the furniture in the hall and must return the furniture to the configuration which was present at the beginning of the rental. The rental fee does not include any rearrangement by **Rosenberg Lodge No. 881**.

Revision: November 2018

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SUPPLIES AND REFRESHMENTS.

The **Tenant** must provide their own serving materials, re: napkins, cups, plates, flatware, serving pieces, etc. Food and beverages brought in must be consumed or disposed of properly. Disposal is defined as properly bagged and placed in the outside receptacle. Overflow of the outside receptacle, and trash placed on the ground shall be grounds to forfeit a portion of the Tenant’s deposit at the sole discretion of Rosenberg Lodge No. 881. Under no circumstances should the **Tenant** leave anything in the refrigerator. **Rosenberg Lodge No. 881** will provide garbage bags, paper towels, cleaning supplies and toilet tissue.

TIME.

The rental is only for the time and date specified. **Tenant’s** time to prepare and clean up are inclusive of the agreed rental time. If the **Rosenberg Lodge No. 881’s** Fellowship Hall Event Manager (or his/her agent) returns to lock the hall and the **Tenant** or his/her party is not ready to vacate the premises, then a waiting fee of \$70.00 will be enforced and determined by 30-minute intervals (e.g., \$35 per half hour).

ALCOHOL.

If Tenant plans to provide for alcohol at his/her event, then **Tenant** is required to provide for an additional \$100 deposit above the \$200 deposit referenced above. Alternatively, **Tenant** agrees to pay **Rosenberg Lodge No. 881** a non-refundable \$70 per hour fee for a minimum 5 hours (\$350) for **Rosenberg Lodge No. 881** to secure professional peace officers to provide security oversight of the event. If Tenant expresses that alcohol is not to be consumed, and **Rosenberg Lodge No. 881** ascertains evidence that alcohol was present, **Tenant** forfeits 100% of its deposit. **NO EXCEPTIONS.**

Tenant agrees that **Tenant** (or his or her responsible designee) will not leave the **Rosenberg Lodge No. 881’s** Fellowship Hall unattended/unsecured and unlocked for any reason during the timeframe associated with this contract. The Tenant agrees to meet the **Rosenberg Lodge No. 881’s** Fellowship Hall Event Manager at the conclusion of the rental for the purpose of a walk through to ensure the facility is in as good or better condition as when tenant found it prior to event.

The Rosenberg Lodge No. 881 facility is under video surveillance.

Base Deposit Amount Paid: _____

Additional / Alcohol Deposit Amount Paid: _____

Security / Peace Officer Amount Paid: _____

Total Deposit Amount Paid: _____

Rental Amount Paid: _____

Rental Balance Due: _____ ; Balance Due Date: _____

Revision: November 2018

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By the following signature, the **Tenant** agrees to the terms and conditions set forth above:

_____ Date: _____
Tenant's Signature

Tenant's Email Address

Tenant's Phone Number

Tenant's Mailing Address

FOR THE LODGE

(Rosenberg Lodge No. 881 Fellowship Hall's Event Manager)

Phone Number:

_____ Date: _____

_____	_____	_____	_____
Rental Day	Rental Date	Rental Times	Event