



Natick Elks Lodge 1425

PO Box 381
Natick, MA 01760

95 Speen Street
508-653-9792

CONTRACT AGREEMENT AND REGULATIONS FOR HALL RENTAL

RESERVATION DATE _____ NUMBER OF GUESTS ATTENDING (MAX 250) _____

TYPE OF HALL RENTAL _____

EVENT TIME: FROM ____ TO ____

RENTOR INFORMATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ ALTERNATE PHONE _____

EMAIL _____

RENTAL INFORMATION

RENTAL PRICE _____ ALCOHOL BAR (Y/N) _____

BARTENDER(S) NEEDED _____ ADDITIONAL BARTENDER FEE _____

ADDITIONAL RENTAL HOURS (Y/N) _____ EXTRA HOURS TOTAL _____

ADDITIONAL EVENT INFORMATION

CATERER (Y/N) _____

NAME _____

ADDRESS _____

PHONE _____

ENTERTAINMENT (Y/N) _____ NAME _____

PHONE _____

DECORATOR (Y/N) _____ COMPANY _____

CONTACT NAME _____

PHONE _____ ACCESS TIME _____

ADDITIONAL INFORMATION

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

ADDITIONAL RENTAL OPTIONS

Tablecloths and Seat Covers

	Price		# Tables	# Seats	Total
White Linen Tablecloths	\$15 per Table				
Disposable White Tablecloths	\$5 per Table				

Coffee Service (venue provides coffee and percolator)

	Price		Headcount	Total
Coffee	\$1 per Person			

Toast

Brand	Price		Headcount	Total
Santa Marina Prosecco	\$2.50 per Person			
Segura Viudas Cava Brut Reserva	\$3.50 per Person			
Josh Cellars Prosecco	\$5 per Person			

Other

	Price		Total
A/V Equipment Rental	\$150		
Full Kitchen Access	\$200		
Outside Access	\$150		

Garbage Disposal

	Price		Total
Bringing all Garbage to Dumpster	\$100		

DEPOSIT

1) \$200 SECURITY DEPOSIT

DATE _____ PAYMENT TYPE _____

GRAND TOTAL _____ **REMAINING BALANCE** _____

REMAINING BALANCE DUE 7 DAYS PRIOR TO EVENT ALONG WITH FINAL HEADCOUNT

RENTOR SIGNATURE _____ DATE _____

MANAGER SIGNATURE _____ DATE _____

RENTAL POLICIES AND PROCEDURES

Time Allotment

A standard rental includes a 7 hour window with breakdown as follows:

First two hours: Set up for the event

Next four hours: Event

One additional hour: Cleaning and breakdown of event

Additional hours may be purchased if necessary. The rate for additional hours is \$100 per hour **up to 7 days prior** to the event. If additional hours are requested **within 7 days** of the event start time, the price will increase to \$200 per additional hour.

The Natick Elks has a closing time of midnight every day. Members and guests must be vacated from the premises no later than 12:00am. Due to this regulation, Hall rentals must end no later than 11:30pm to allow for one hour of clean-up.

The bar will serve its last drinks of the event thirty minutes before the event end time. There will be no verbal "last call."

Set-Up

The Natick Elks will provide and set up any tables and chairs prior to the event. This will be discussed with management. We have tablecloths available for rent at an additional fee if necessary. Headcount and room set up details must be submitted no later than 7 days prior to the event.

Decorations

The use of open flame is not permitted by the Town of Natick and will not be allowed. This includes candles of any sort. Scotch tape, duct tape, nails, tacks, staples, or any other implements causing damage to the walls, ceiling, or floor is strictly prohibited. No decorations smaller than quarters shall be used (glitter, confetti, etc.). The standard time for decorating an event is two hours prior to the start of the event. If additional time is needed, we may be able to accommodate such requests, but not guaranteed.

Alcohol Policies

The Natick Elks prohibits any outside alcoholic beverages to be brought onto the property or in the building. Any outside beverages will be confiscated, and person(s) found with any outside alcoholic beverages will be asked to vacate the premises immediately.

We have a zero-tolerance policy for underage drinking, outside beverages, and drugs of any sort. The Natick Elks reserves the right to cancel any function immediately upon any violation of these rules.

Bartender

We will staff one bartender for your event at no additional cost. If there is a need for more than one bartender, we will charge \$50 for each additional bartender. This will be determined by management on a case-by-case basis depending on various factors including, but not limited to, headcount and event type.

Open Bar and Bar Tabs

Any open bar tab will be discussed with management and bar staff prior to the event. 20% gratuity will be added to any open bar tab. Any private tabs left open without paying will be charged the full amount with 20% gratuity added. The bar accepts cash and card payments and there is an ATM located in the members lounge downstairs if needed.

Food Service

The Natick Elks does not provide on-site catering. The renter will be responsible for providing food, if necessary, for their event. The venue does not provide plates, silverware, napkins etc. Renters will be responsible for providing any additional food service items necessary.

If using a caterer, we require a copy of the ServSafe certification and insurance of chosen caterer. There is an additional \$200 fee if the caterer needs full kitchen use.

Kitchen use may only be applied to catering companies and is not for individual use.

Clean-Up

Each event must be returned to the state which it was provided. The renter is not responsible for removing the tables, chairs, or anything belonging to the venue. The renter is responsible for removing everything which does not belong to the venue, including but not limited to decorations, food service items, and garbage. If the renter should opt to have the garbage removed by the venue, there is a \$100 additional cost. This must be decided and agreed upon with management before the event.

Deposits and Payments

We require the following to book an event:

- 1- A security deposit of \$200 paid by cash, check, or money order. This will be refunded in full after an inspection of the premises shows that there are no damages, and the Hall has been returned to the state in which it was provided. If damages are incurred, the rental party will be billed for such, and payment will be taken from the security deposit. After any damages are paid, the remainder, if any, of the deposit will be refunded.
- 2- Rental agreement to be filled out and signed by both rental party and management.
Final payment will be due no later than 7 days before the event.

Cancellation Policy

The Natick Elks reserves the right to cancel any event due to circumstances outside of any control such as weather. In such circumstances, management will work with renters to find the best solution.

Demand for space rentals in the spring and fall are very high. Please read and understand the Natick Elks policy below to ensure you give the proper notice should you need to cancel your event. All cancellations must be submitted in writing (email preferred). Please email manager@natickelks.org.

- 30 days or more prior to reservation: A full refund will be issued for the security deposit (\$200).
- 7 – 30 days prior to reservation: A full refund of the security deposit (\$200). If event is completely paid at time of cancellation, remainder of the rental fee will be returned. Renter will have the option to reschedule.

- Less than 7 days prior to reservation: Facility rental fee will not be refunded (\$200). Remainder of rental will be refunded or transferred to another date.
 - In the event of a rental cancellation, renters will be given the option to use the deposit(s) toward another event booked within one (1) calendar year. This will apply to the above-mentioned situations only and NOT for Post Reservation.
- Post Reservation: If the facility is reserved and not used, no refund for the facility rental fee will be issued (\$200). Security deposit will be refunded in full (\$200).

I have read and hereby understand the above rules and regulations.

SIGNATURE _____

DATE _____