



Masonic Temple Company of East Liverpool

EVENT APPLICATION and CONTRACT RENTAL AGREEMENT

SCHEDULE REQUEST

Event Name: _____

Event Date: _____

Setup Time: _____

am
 pm

Begin: _____

am
 pm

End: _____

am
 pm

CONTACT INFORMATION

Name

Telephone

Email

Primary Host: _____

Secondary Host: _____

Emergency: _____

EVENT PLAN SUMMARY

Program Purpose: Business Meeting Community/Fundraiser Cultural/Exhibit Education/Training

Governmental/Political Masonic/Fraternal Religious Service Social/Entertainment Wedding

Other (explain): _____

Special Use: _____

Band Dancing Guest Speaker Performance Sales/Selling

Other (explain): _____

Target Audience: Members Only By Invitation Guest List Private (Member +1) Public

Student/Youth Group Other (explain): _____

Event Attendees: _____

Expected Total: _____

Adults: _____

Attendees Under 21: _____

FOOD & BEVERAGES

Food Service: Dinner/Banquet Luncheon Breakfast/Brunch Other: _____

Beverage Service: Bottled Water Coffee/Tea Soft Carbonated Drinks Alcoholic Beverages

Served Alcoholic Beverages: Sold Complimentary Other (explain): _____

Method of Alcohol Service: Open/Hosted Bar Cash Bar Other: _____

Selection of Alcoholic Beverages: Beer Cider Wine Mixed Drinks Distilled Liquors

Other (Identify): _____

Check all that apply

FACILITY UTILIZATION

Rental Areas: Veranda/Foyer/Parlor (\$150) Conference Center (\$200) Social Hall (\$300)
 Ballroom w/Stage (\$500) All Public Rental Area Access (\$1,000)

Entry Preference: Front (Street Access) Side (Parking Lot Access) Both Entries

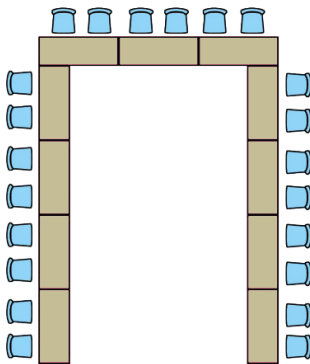
Special Needs: WiFi Access Microphone(s) Portable Screen Podium Whiteboard
 Registration Table Display Table (explain): _____

Food Service Setup: Contractee to provide catering/beverages services. Facility service request (explain): _____

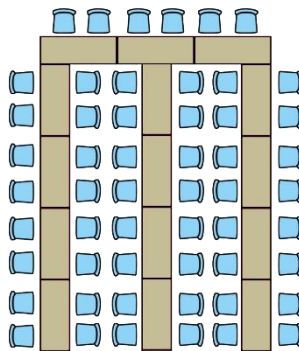
Seating Plan: U-Shape Banquet Square E-Shape Auditorium Conference In the Round
 Other (describe or attach drawing): _____

Check all that apply

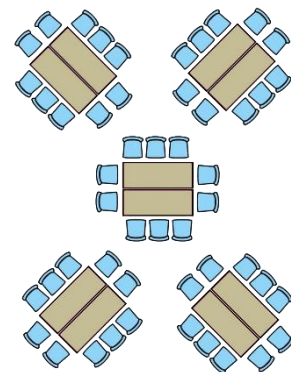
U-Shape Style



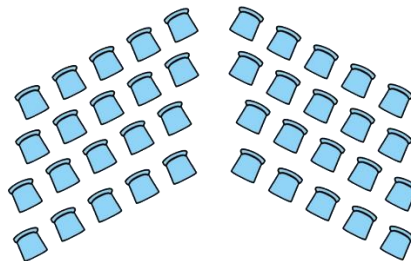
Banquet Style



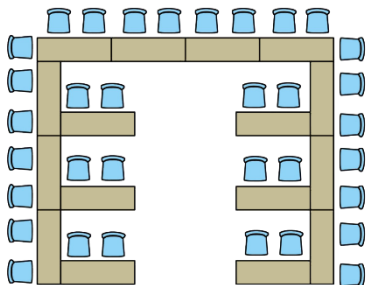
Square Style



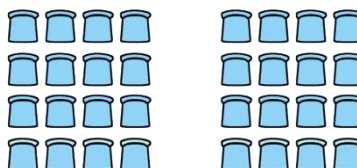
Auditorium Style



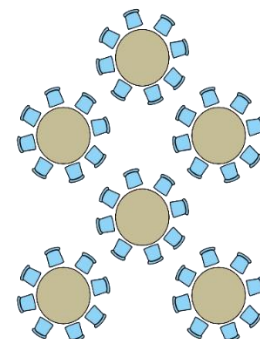
E-Shape Style



Conference Style



In the Round



SPECIAL ACKNOWLEDGEMENTS AND ACCEPTANCE

1. All person(s) must comply with the laws of the State of Ohio, the ordinances of the City of East Liverpool, and the policies of the Masonic Temple Company and Grand Lodge of Free and Accepted Masons of Ohio, and other regulatory authority as may be applicable.
2. Person(s) that sponsor events assume the responsibility to assure good behavior at the events and activities and are required to ensure that sufficient staff, security, and other necessary personnel are available and assigned to work the event.
3. In accordance with Ohio State Law and this policy, alcoholic beverages shall only be served to persons 21 years of age or older possessing proper identification.
4. Signs clearly stating Ohio State law pertaining to alcohol consumption must be conspicuously posted at the event registration area, and/or bar area.
5. Events at which of-age and underage individuals will be present must use a system to differentiate those who may legally purchase and consume alcohol from those who may not.
6. Alcoholic beverages may not be removed from the designated area of the event by guests, participants, or other individual of the approved event.
7. Adequate food must be provided at events and activities at which alcohol is served and non-alcoholic beverages must also be prominently evident and equally available.
8. The Masonic Temple Company will not purchase, sell, distribute, serve, alcoholic beverages nor accept responsibility for verification of age or identification or other controls for underage attendees.
9. The sponsoring person(s) shall indemnify, hold harmless, and defend the Masonic Temple Company and its officers, directors, agents, representatives, and members against any and all Claims that may arise from allegations resulting in damages, injury, negligence, emotional distress, or other liability from the sale, service or any other manner involved in the consumption of alcoholic beverages.

The undersigned hereby acknowledge, agree, and accept to the conditions and considerations as set forth above and in accordance with the Masonic Temple Company of East Liverpool *Use and Restriction of Alcoholic Beverages* Administrative Policy #305 received hereto.

CONTRACTEE APPLICATION

Organization/Individual Name	Organization Rep. Name	Title
Authorized Representative Signature		Date

FACILITY SPACE RENTAL AGREEMENT

APPLICABILITY:

The rental application, contract agreement, policies, and procedures apply to all events held at the Masonic Temple Building owned and operated by the Masonic Temple Company of East Liverpool.

UTILIZATION:

All rentals only include the use of specified areas within the Masonic Temple facility but may be considered shared space in the event multiple events are occurring. If contract event attendees or staff utilize another room not previously secured by agreement, the Contractee may be billed for use of that space based on the rental fee schedule included herein.

RESTRICTIONS:

Contractee is notified that the facility is a structure primarily intended for Masonic purposes but may be available to the community for public purposes during periods of convenience and accessibility as may be determined by the Masonic Temple Company. Attendees should be made aware by the Contractee that the 3rd floor lodge rooms and business office areas are off limits during the event.

STORAGE SPACE:

Unless otherwise agreed upon, the Masonic Temple Company will not accept shipments more than three days prior to the event, and no items may be stored overnight without prior approval. Any non-approved items will be regarded as trash and removed. If event requires set-up the day, or days, prior to the event, the Contractee will be charged 50% of the total room rental charged for that purpose.

PARKING:

Free self-parking is available in both the front and the side of the building for all events. For events with over 100 guests, the Contractee may be responsible for securing additional transportation methods or valet service by a third party and shall be at the financial responsibility of the Contractee.

ADDITIONAL SERVICES:

Service charges may include but are not limited to food preparation and service, event décor, table place settings, photocopying, and special supplies.

ALCOHOL AND CATERING SERVICES:

No food and beverage may be brought into the facility unless approved by the Masonic Temple Company. Any alcohol to be sold, served, or consumed in the facility shall require advance approval of the Masonic Temple Company and a Temporary Event Permit as may be required by the Division of Liquor Control and issued by the Ohio Department of Commerce, including all catering activities that include alcohol service. The Contractee may also be responsible for securing and paying for a licensed third-party security officer.

DAMAGES:

Contractee shall be responsible for expenses associated with excessive clean-up of the rented space, payment of and/or replacement of damaged equipment. Any equipment the Masonic Temple Company does not provide should be arranged by the Contractee. The Masonic Temple Company will not set up, maintain, or troubleshoot any outside equipment and is not responsible for damages incurred associated with the use of property or equipment belonging to the Contractee. The Masonic Temple Company is not responsible for damage or loss of any personal property.

INDEMNIFICATION:

Contractee agrees to indemnify and hold harmless the Masonic Temple Company; its officers, board of directors, representatives, and volunteers, and incur and assume responsibility from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event.

AMENDMENTS:

The Masonic Temple Company further reserves the right to make changes, amendments, and additions to this contract subject to settlement by the Masonic Temple Company and Contractee.

FACILITY SPACE RENTAL AGREEMENT

ENFORCEMENT:

If legal action is required to enforce this contract, the prevailing party is entitled to recover reasonable attorney fees, administrative costs, costs of court and any other expenses incurred in enforcing the contract. This agreement shall be governed by and construed in accordance with the laws of the State of Ohio, County of Columbiana. Venue for any action under this contract shall be in East Liverpool, Columbiana County, Ohio.

DEPOSIT:

A deposit of 50% of the estimated cost is due in advance to schedule and confirm a requested event date. The deposit will be returned in full if the event is cancelled not less than three (3) business days in advance of the scheduled event start date, less any charges incurred specific to the approved, scheduled event.

PAYMENT:

Full payment for all rental fees and additional services is due not less than not less than ten (10) business days in advance of the scheduled event date to secure the requested space. Check(s) should be made payable to the Masonic Temple Company and mailed to the address listed below. Payment for identified damages are due within thirty days (30) after the event date.

CANCELLATION:

All events must be cancelled by written notice to the Masonic Temple Company not less than three (3) business days in advance. No refunds will be granted after expiration of the notification deadline. Notice of a cancellation of event to the Masonic Temple Company shall pertain to the scheduling of facility availability only, and does not entail cancellation of food services, vendors, invited attendees, or other components associated with arrangement of the event which shall remain the responsibility of the Contractee.

RESERVATION:

To reserve a requested event date at the Masonic Temple Building, sign and return this Event Application and Contract Rental Agreement to:

Building Manager
Masonic Temple Company
P.O. Box 2794
East Liverpool, OH 43920-0794

Phone: 330.385.0172
Email: mtcofeastliverpool@gmail.com

This Event Application and Contract Rental Agreement constitutes an agreement between the Masonic Temple Company and the Contractee named hereon. The undersigned represents they are an official representative of the Contractee with authority to sign and enter a contract on behalf of the Contractee, subject to the policies and procedures that accompany this contract. This agreement shall be considered tentative pending the return of the signed agreement and full payment of rental fee and other charges as may be applicable.

I have received, read, and agree to the policies and procedures attached hereto.

Signature: _____ Printed Name: _____

Organization: _____ Title: _____ Date: _____