

MASONIC TEMPLE RENTAL AGREEMENT FOR FUNERAL/MEMORIAL LUNCHEONS

130 South 6th St Council Bluffs, IA

Rental agreement is for the use of the main hall, kitchen area & parking lot (Note: Ten (10) parking spaces of the parking lot are leased on weekdays from 7 AM till 6 PM and will not be available during these hours). Agreement includes the use of the restrooms in the men's and ladies' lounges on the ground floor only. Rental period is for four hours. There is an additional charge for every additional hour. Additional time agreed to in advance.

We will need to know the approximate number of people expected, who will be catering/delivering the food, when the food will be delivered, and if you would like us to prepare coffee, tea or ice water.

You or your caterer will need to provide disposable plates, eating utensils, napkins condiments, etc.

Note – agreement does NOT cover the following unless otherwise specified:

- Use of the games, pool tables, televisions in the lounge areas
- Any areas on the second or third floors

Table Arrangements: You may rearrange the tables and chairs in the main hall. You are responsible for sweeping, mopping and returning them to their original arrangement upon completion. You shall remove all decorations, party occasion articles and other materials. Trash may be placed in the dumpster outside.

Cleaning and Custodial Service: You are responsible for cleaning and custodial services. We can arrange for our custodian to clean after your event for an additional fee. (Fee \$150 minimum) .

Use of Kitchen Facilities

You may use the kitchen for storing and serving food. You may also use the coffee pots for heating water or making coffee. Our representative is there to give guidance and to supervise the use of our equipment to those who you have chosen to prepare and serve food and beverages at your event. You and your representatives are responsible for the cleaning of the kitchen appliances, utensils, service ware, etc. and returning them to the proper storage area.

MASONIC TEMPLE RENTAL RULES

- No Smoking in the building
- No, alcohol, drugs or illegal activities or conduct on or about the property
- No vandalizing, disfiguring or destruction of property. The organizer/responsible party is accountable for any losses related to the event and will reimburse the Masonic Temple Association for the associated costs.
- The Masonic Temple Association will assign a representative to be present during your event. This person is our spokesperson to answer questions, protect our interests and make working facilities available as appropriate. They are not custodians but can give guidance as needed.
- In the event of any misconduct the Temple Representative may ask for your assistance. They may terminate your event at any time if problems persist. They may call for assistance if needed, which may include notification of local law enforcement. There are NO refunds if the event is terminated early.
- The Masonic Temple Association is not responsible for any loss or damage to personal property and/or injuries to you or your guests.

| DATE OF EVENT | START TIME | STOP TIME |
|---|------------|-------------|
| ELEMENTS OF AGREEMENT | | COST |
| Rental Fee for four-hour period \$250 (Fee waived if luncheon is for a member of one of the Masonic groups associated with the New Masonic Temple) | | |
| Additional Time (\$40/hour) | | |
| If food will be prepared in our kitchen and disposable plates and eating utensils will not be used (\$100) Time charge will include entire event duration. (Fee waived if luncheon is for a member of one of the Masonic groups associated with the New Masonic Temple) | | |
| TOTAL RENTAL FEE (MAY BE PAID BY FUNERAL HOME OR FAMILY) | | |

SIGNATURE ORGANIZER – RESPONSIBLE PARTY _____ DATE: _____

NAME (PRINT) _____ EMAIL _____

ADDRESS: _____

HOME PHONE _____ CELL/ HOME PHONE _____

Signature of Masonic Temple Association (MTA) Representative _____

MTA CONTACT PERSON _____ PHONE _____