

# NORTH HILLS / PITTSBURGH MOOSE LODGE #46 RENTAL AGREEMENT

RENTER \_\_\_\_\_ DEPOSIT: DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ AMOUNT \_\_\_\_\_

\_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

EVENT INFORMATION \_\_\_\_\_

DAY OF THE WEEK \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

EXPECTED NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

1. Rental includes use of \_\_\_\_\_ ROOM, kitchen for prepping food, NOT cooking, & restrooms. PRIVATE AREAS of the building are OFF LIMITS to guests unless accompanied by a CLUB MEMBER.
2. FINAL PAYMENT must be made in full 14 days prior to the the day of the event.
3. Decorations are not to be attached with nails or screws.
4. The RENTER is responsible for any damage to the building and/or equipment caused by him, his guests or his caterer.
5. All food & beverages must remain INSIDE the building during the event.
6. Moose Lodge #46 is not responsible for any personal losses in the building or parking lot.
7. ALCOHOLIC BEVERAGES WILL NOT BE SERVED TO MINORS. PROOF OF AGE IS REQUIRED. SERVICE WILL BE DENIED TO ANYONE WHO ATTEMPTS TO GIVE ALCOHOLIC BEVERAGES TO MINORS OR IS VISIBLY INTOXICATED.
8. ALL ALCOHOLIC BEVERAGES MUST BE SUPPLIED BY MOOSE LODGE #46, ACCORDING TO THE LCB.
9. OUTSIDE CATERERS must provide a VALID CERTIFICATE OF BUSINESS LIABILITY BEFORE THE EVENT.
10. OUTSIDE CATERERS must leave kitchen area clean or the RENTER will be charged a \$50 clean up fee.
11. Moose Lodge #46 is not responsible for the performance of an OUTSIDE CATERER.
12. When Moose Lodge #46 is catering, a minimum notice of one week is required to give the final count of people attending. The RENTER is responsible to pay for the expected number or the actual number of guests attending, whichever is greater.

WORKSHEET:

**Room rental**

Ball Room	Member	\$300.00	_____	Guest	\$450.00	_____
Chandelier	Member	\$200.00	_____	Guest	\$250.00	_____
Bartender		\$75.00	_____			
Bartender 1		\$75.00	_____			(required for more than 100 guest)
Bartender 2		\$75.00	_____			
Linens	Per Table	\$10.00	_____			
Chair cover	Per guest	\$2.00	_____			
Dishes/flatware	per guest	\$2.00	_____			
Alcohol Insurance		\$155.00	_____			(required if serving alcohol)
Setup/Cleaning		\$75.00	_____			(paid directly to custodian)

**Rental Total** \_\_\_\_\_

*\*Must be member in good standing for 6 months prior to rental*

**Drink Packages**

Coffee/Soft Drinks	Per guest	\$5.00	_____
Package A, Draft Beer, Wine,Soft Drinks	Per guest	\$12.00	_____
Package B, Well Liquor, Draft Beer, Wine,Soft Drinks	Per guest	\$15.00	_____
Package C, Premium Liquor, Draft Beer, Wine,Soft Drinks	Per guest	\$18.00	_____
Package D, Top Shelf Liquor, Draft Beer, Wine,Soft Drinks	Per guest	\$20.00	_____

**Liquor Total** \_\_\_\_\_

*\*\* See Drink Package worksheet for packages or talk to hall rental agent*

Rental Total \_\_\_\_\_

Liquor Total \_\_\_\_\_

TOTAL CHARGES \_\_\_\_\_

Signature of RENTER \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent for Moose Lodge #46 \_\_\_\_\_ Date \_\_\_\_\_