

Fraternal Order of Eagles. * Big Walnut Aerie No. 3261

1623 Brice Road Reynoldsburg Ohio 43068. (614) 861-9073

Hall Rental Agreement

The Renter _____, agrees to the following conditions for the rental of the Hall of the Fraternal Order of Eagles (F.O.E), Big Walnut Aerie No. 3261, located at 1623 Brice Road, Reynoldsburg, Ohio 43068:

- Hall Rental shall be \$ _____ per hour. ___ Non Member _____ Member
_____ 1/2 Hall (up to 100 people) South / North end
_____ Entire Hall (101 to 200 people)
Rates are NM: \$100/\$125. M: \$75/\$100
- All Rentals subject to 3 hour minimum. **Rental period includes set up, event and clean up** {_____}
- A Non refundable rental deposit of \$100 must be paid in order to reserve the Hall and guarantee the date.** Deposit will be forfeited and Hall will be made available for rental to others if balance is not paid by due date. Due date is 2 weeks prior to event.
- Cleaning fee is \$85 for 1/2 hall or \$ 100 for entree hall.
- Bartender Fee is \$20 per hour per each. An 18% gratuity will be added to the total bar sales on open bars.
- CANCELLATION POLICY:** Renter will have the opportunity to reschedule event within 6 months of original date. All funds paid will be transferred to the new date. Refunds will be under review of the Fraternal Order Eagles Trustees. If event is cancelled less than 5 business days of the event, No refund will be given. {Renters Initials}{_____}
- Absolutely no beer, liquor, or wine will be allowed to be brought into the hall from outside the building.** No Alcohol is permitted to leave the building. No drinking of alcohol is permitted in the parking lot during or after event. Alcohol consumption is only permitted inside during the event. {_____}
- “LAST CALL” will be made thirty (30) minutes prior to the close of the event.{_____}
- If the Renter hires any entertainment, they and the equipment must be removed within thirty (30) minutes to the close of the party. {_____}
- Decorations: {_____}
 - * No permanent attaching of decorations to the floor, walls or ceiling. Use push pins only.
 - * No tape, glue or staples.
 - * No glitter, confetti or bird seed maybe used for event.
 - * At the end of event, all trash is to be collected and put in containers provided. Additional trash bags will be provided.
 - * Tables and chairs need to be stacked and returned to outer walls.
- The Fraternal Order of Eagles does not supply any linens, utensils or dishes for the event . The renter is responsible to provide all supplies. {_____}

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12. No use of the kitchens facilities or walk-in is permitted. {_____}
13. No tobacco may be consumed inside the facility. You may however, smoke outside the facility, in the side yard. {_____}
14. Absolutely no gambling allowed. {_____}
15. **Renter will be held responsible for any and all damages. There is a \$100 security deposit for the renting the hall.** This is to cover any expenses to repair any and all damages from the event. The security deposit minus any costs will be sent back to the name and address on this contract. If the repair costs exceed the deposit, the renter agrees to pay for the remaining amount due for the repairs. {_____}
16. The purpose of the rental will not be for any political activity or fundraiser thereof, or any money making purpose, unless approved by the F.O.E Board of Trustees. {_____}
17. The Renter will ensure that all persons involved with Renter's function will abide by the rules of Big Walnut Aerie No. 3261, Fraternal Order of Eagles (F.O.E) and all state and local laws: Specifically, no one under the age of twenty-one (21) is permitted to consume any alcoholic beverage or the use of any drugs in or on the Aerie premises permitted by anyone. No alcohol is permitted to leave the building. **The renter will be accountable for all persons attending the renter's function.** {_____}
18. This contract is subject to the approval of the F.O.E board of Trustees and may be revoked for reasons beyond the Aerie's control of if the Renter falsifies or violates the contract.

Details:

- * Date of Event. ____/____/ ____
- * Hours ____pm to ____pm
- * Bartender: ___yes. ___ No. Hours needed: _____
- * Number of Guests: _____
- * Occasion: _____
- * Hall Rental: _____ Half Hall. (South / North end) _____ Full Hall

THE FRATERNAL ORDER OF EAGELS (F.O.E), BIG WALNUT AERIE #3261 IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. PLEASE KEEP AN EYE ON PERSONAL ITEMS.

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Renter's Information: _____ **F.O.E Member.** **Non- F.O.E Member**

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone number: _____

Email address: _____

Base contract Room Rental \$ _____ per hrs X's _____\$ _____
Rates are NM: \$100/\$125. M: \$75/\$100

Cleaning fee (\$ 85 1/2 Hall or \$ 100 Entire Hall) \$ _____

Bartender(s) (\$ 20 per hour each) Number: _____. Total hours: _____ \$ _____
Note: Open Bar = automatic gratuity of 18% added to the bar balance

Security deposit for damages (if no damages, will be sent to renter after event).....+ \$100.00

Total Cost of Event:.....\$ _____

Less Rental Deposit to hold date/hall.....\$ _____

Total Balance due by due date: 3/17/22.....\$ _____

Signature : _____ **Date:** _____

(Renter)

Comments:

Internal Use Only: Rental Deposit Received : _____ Date Deposit received : _____

Calendar Marked for reservation: _____ Date balance paid: _____

Rental Deposit Received by (Name): _____

Security deposit returned to renter on _____. In amount of \$ _____ chk # _____