

Fort Bragg Mendocino Lions Club
430 E Redwood Ave-P.O. Box 1547
Fort Bragg, CA 95437
707-357-2079

Fort Bragg Mendocino Lions Hall Rental Agreement

Name _____
Contact Person _____
Mailing Address _____
Type of Event _____ Date of Event _____

Max 150 persons on premises.

Weekend Rental	Week Day Use	Other
Friday 9 AM thru Sunday Noon	Monday-Thursday	_____
\$ 500 Rental Rate	\$ 150 Rental Rate	\$ _____ Rental Rate
\$ 500 Refundable Deposit	\$ 150 Refundable Deposit	\$ _____ Refundable Deposit

All rates are SUBJECT TO CHANGE until this contract is signed and deposit received.

It is the renter's responsibility to understand the terms of this agreement, and if necessary, to bring an interpreter. Renter will initial every section, indicating that they understand all terms.

Security and cleaning deposit is required for all rentals, for each event. If the hall is vacated on time, and in satisfactory condition, as determined by the Hall Manager, the full amount will be refunded by the Treasurer by mailed check within 10 business days after the event date. If the hall is found to need cleaning or repair, an itemized list of costs for such will be sent, payment for cleaning and/or repairs will be subtracted from deposit and any money remaining will be returned.

The full deposit of \$ _____ is required at the signing of the contract in order to hold your dates. The rental fee of \$ _____ is payable anytime from the time of signing and must be paid in full at least 30 days before your event, or as soon as possible, if booking within a 30-day time frame. All payments must be received in full no later than 7 days before your event. Cancellations will receive a full refund if notified before 21 days of event. If cancelled after 21 days before event, \$100 will be subtracted for each week after the 21 days. _____ **Initial**

Renter agrees to hold Fort Bragg Mendocino Lions club, and its members, individually or collectively, harmless from all liability from the renters use of the facility. _____ **Initial**

Will alcohol be served at the event? Yes No _____ **Initial**

Will alcohol be sold at the event? Yes No _____ **Initial**

An ABC license is required for all 501c3 non-profit organization fundraisers that sell alcohol. All rules set out in the ABC guidelines will be strictly followed. It is the responsibility of the renter to obtain the ABC license and Fort Bragg Police Dept. clearance. Renter will supply a copy of the approved ABC license and shall display said license during the event.

_____ **Initial**

Note: From the last Sunday of November through on or about January 3 of each year, the Lions decorate the hall for the holiday season. These decorations are not to be removed, altered or damaged by any renter during this time. Renters are invited to enjoy our decorations for no extra charge. _____ **Initial**

Event Time Limits: Fort Bragg City Ordinances shall be adhered to at all times. 10 PM is the curfew time for loud music and noise. Event must be over at 12 midnight and the premises vacated by 2 AM. If the police are called for any reason, **THE EVENT IS OVER.** All monies paid, including security deposit is forfeit and no refund will be issued. Any damage occurring to rental property will be paid for by the renter, as assessed by Fort Bragg Lions. Please be considerate of our neighbors when both inside and out side the facility. _____ **Initial**

Hall and all premises must be cleaned and ready for inspection by the agreed date and time. (Please leave the keys in the lock box provided. If premises are not satisfactorily clean, a fee of \$40 dollars an hour for cleaning will be charged. **Renters are responsible for removing their own garbage and recycling.** _____ **Initial.** **If you do not wish to mop the main floor (which requires specific instructions and products), if you can sweep and remove garbage, for \$40 deduction out of your deposit, we can mop the floor.**

Please CIRCLE your choice

YES – please mop the floor **NO – we will mop floor following the specific instructions given**

All kitchen items shall not be removed. If any items are found to be missing, the cost of replacement will be subtracted from deposit. If any item is damaged, cost of repair or replacement will be subtracted from deposit, All food items, except Lions food, are to be removed by renters, any food left will be considered garbage left and will be charged cleaning fee, _____ **Initial**
I understand and agree to all terms of this agreement and the guidelines.

Renter _____ Date _____ Manager _____ Date _____

CLEANING DEPOSIT RECEIVED Date _____ **RENTAL AMOUNT RECEIVED** Date _____