

Lenoir County Shrine Club

P.O. Box 412

Kinston, North Carolina 28502

(252)-527-5482

Jerry Eubanks, Booking Agent

Rental Agreement

Fees, terms, and conditions for use/rental of the Lenoir County Shrine Club Facilities

Shrine Club Facilities may not be utilized for any political function

Fees: \$100.00 non-refundable Security Deposit is required to reserve the facility. Reservation request will not be held more than fourteen (14) days following the request and is not confirmed without security deposit.

\$700.00 ~ Stage/Dining Room (includes front bar)

\$350.00 ~ Members Lounge

\$50.00 ~ Fee for any fraction of and each additional hour over eighteen (18) hours

\$100.00 ~ Fee for use of kitchen by permitted caterer (if available) plus \$50.00 cleaning fee

To reserve the Lenoir County Shrine Club Facility, a signed agreement with security deposit will be required prior to the date requested. The rental fees include time for set-up, event, and clean up (removal of personal items, decorations and food). Additional hour(s) per fee quoted.

Purpose of rental: _____

Date: _____ Time: _____ AM/PM to _____ AM/PM

Number of persons expected to attend _____ (Type of function will affect number of persons which can be accommodate)

Tenant or name of organization _____

Contact/coordinator name: _____

Address: _____

Phone numbers: _____

Alternate contact: _____

Address: _____

Phone numbers: _____

Please read each statement below and ask should you have questions.

NO SMOKING is allowed inside the building. We respect your right to smoke and have provided designed smoking area with the proper refuse containers. Please respect our property and dispose cigarette butts and other debris properly.

NO Firearms permitted on premise

No food or beverage set up or consumed in the foyer.

Provision of food and drink is the responsibility of the individual (s) / organization sponsoring the event

Catering is allowed by Permitted caterers only.

Caterer must contract with Shrine Club for use of kitchen. \$100.00 fee

Caterer must remove all food and beverages immediately following conclusion of event

No provision can be made for 220 – volt electricity

The tenant is responsible for the conduct of each guest at all times both inside and outside the building.

The tenant shall be responsible for any personal injury incurred while on club property due to acts of violence, “horseplay,” or negligence to self and/or persons attending the event.

Any damage due to acts of violence, “horseplay,” or negligence to club building, furnishings or grounds shall be the responsibility of the tenant and shall require restitution to the club.

Any theft from the club shall be the responsibility of the tenant and shall require restitution to the club.

All tenants other than Shriners must provide two deputies when alcohol is being served, at the discretion of the BOOKING AGENT.

The deposit of one hundred (\$100) which is required at the time of booking will be forfeited if the event is cancelled any less that thirty-one (31) days prior to the function.

Failure to cancel and failure to appear for the event shall require full payment of rental fees due and forfeiture of deposit.

Decorations are permitted with the following guidelines:

No nails or tacks in woodwork. Do not use any product that may cause damage to paint and surfaces

No powder is allowed on floors (NO EXCEPTIONS)

Dripless candles may be used

Confetti, rice, birdseed, or similar materials are not permitted inside buildings

All decorations should be removed at the end of the event

Alcoholic beverages are allowed under the following guidelines:

The tenant is responsible for obtaining all necessary permits

Brown bagging is permitted. The club reserves the right to the sale of all beer and set -ups

Beverages should be in aluminum or plastic containers

NO ALCOHOL IS ALLOWED OUTSIDE OF THE BUILDING

The tenant is responsible for obeying ALL applicable North Carolina ALE laws

Alcohol waiver required

The tenant is financially responsible for law enforcement security at the event (if applicable)

Under this agreement, the tenant agrees to indemnify and holds harmless LENOIR COUNTY SHRINE CLUB from any claims, actions, liabilities, or losses that may arise as a result of LENOIR COUNTY SHRINE CLUB relationship or dealings with the tenant. The tenant also agrees to pay legal fees and expenses arising from failure by the tenant to perform its obligations under this agreement.

Additions / exceptions _____

The tenant shall remove and dispose of all empty cartons, boxes, containers and cardboard brought in the building.

A fee of thirty-five (\$35) will be charges for returned checks.

Tenant may arrive at _____ AM/PM on _____

Tenant shall vacate premise by _____ AM/PM on _____

There will be a representative of the club present at the facility during the event to answer questions, for inspection, close, and secure the property at the end of the function.

The Lenoir County Shrine Club Manager or his agent shall have the right to refuse service to tenant / organization / individual for just cause as deemed necessary by the manager.

The Lenoir County Shrine Club Manager or his agent shall have the right to terminate any event at any time have the premises vacated for just cause as deemed necessary by the manager.

I (WE) have read the above statement and understand and agree to the terms of this rental agreement.

Signature of Financially Responsible Person (s) Date _____ Signature of Tenant or Organization Agent Date _____

Security Deposit: due at time of booking \$100 Fee Due _____ Amount Paid \$ _____

Cash _____ Check # _____

Signature of Lenoir County Shrine Club Manager _____ Date _____

Rental Fee due by _____ Amount Paid \$ _____ Balance Due \$ _____

(Prior to the event) Cash _____ Check # _____

Signature of Lenoir County Shrine Club Manager _____ Date _____