



**CALVERT ELKS LODGE #2620**

P. O. Box 1040  
Prince Frederick, MD 20678  
(410) 535-5110

**HALL RENTAL CONTRACT**

**CONTACT INFORMATION:**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date of Event

Type of Event: \_\_\_\_\_

Number of Rental Hours Needed: \_\_\_\_\_ (4-hour minimum; \$150.00 per add'l hour)

Approximate Head Count: \_\_\_\_\_ (Final head count is due **10 days** prior to event)

Total Rental Amount: \$ \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_

2<sup>nd</sup> payment amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

3<sup>rd</sup> payment amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

**Payment Policy:**     **1/3 deposit required at time of contract**  
                              **1/3 due on or before 120 days before event**  
                              **1/3 due on or before 60 days before event**

**Cancellation Policy:**   **If event is cancelled after deposit, but before 2<sup>nd</sup> payment date, Renter is entitled to a full refund. If event is cancelled after 2<sup>nd</sup> payment, but before final payment, Renter is entitled to a pro-rated refund of 2<sup>nd</sup> payment *only*. If event is cancelled after final payment, no refunds will be issued.**

\_\_\_ Cash Bar     \_\_\_ Open Bar \$ \_\_\_\_\_     \_\_\_ Beer     \_\_\_ Liquor     \_\_\_ Soda

**Tables needed:**

\_\_\_ Head     \_\_\_ Sweetheart     \_\_\_ Gift     \_\_\_ DJ     \_\_\_ Sign-In     \_\_\_ Award

Decoration Date: \_\_\_\_\_     Time: \_\_\_\_\_

Catering/Food will arrive at: \_\_\_\_\_ a.m./p.m.

**DEFINITIONS:** The term "Renter" is defined as the person whose signature appears on this Hall Rental Contract. The term "Premises" is defined as the building and grounds of the Calvert Elks Lodge including, but not limited to, parking lot areas, outside storage areas and all locations accessible by either vehicle or person. The term "Hall" is defined as the Banquet Hall area of the Calvert Elks Lodge. The term "Representative" is defined as the designated representative of the Calvert Elks Lodge and any member or staff on the Premises during the event. The term "Attendees" is defined as any person on the Premises who was invited by Renter to attend the event.

**TERMS OF RENTAL:** Renter is responsible for removing all items (including all decorations from tables, chairs, walls, etc.) and disposing of them at the conclusion of the event.

Renter shall have full use of the steamer table at no additional charge. Renter shall provide their own serving utensils and steam tray inserts. Renter is responsible for thoroughly cleaning the steam table after usage.

**PROHIBITED ITEMS:** The following items are strictly prohibited from the Premises: bird seed, rice, bubbles, silly string, confetti, glitter or any similar foreign substances. In addition, the following items are strictly prohibited from being used for any purpose: masking tape, duct tape, nails, staples or any other type of item used to secure decorations or any other accessory on or in the Hall. Renter shall obtain prior approval of all materials to be used for affixing decorations from a Representative of the Calvert Elks Lodge. If Renter violates this policy, an additional \$100.00 fee will be imposed.

**ALCOHOLIC AND NON-ALCOHOLIC BEVERAGE POLICY:** No alcoholic or non-alcoholic beverages shall be brought onto the Premises under any circumstances with the exception of tea, coffee, lemonade or non-alcoholic punch. Calvert Elks Lodge shall exclusively provide all alcoholic beverages and sodas for the event. Renter may purchase keg(s) of beer from the Calvert Elks Lodge in advance for an additional fee (cost depends on product purchased) and Renter is responsible for cost of beer plus 9% tax. **The Calvert Elks Lodge reserves the right to refuse to serve anyone who appears to be intoxicated to the point that they are a danger to themselves or others. If any Representative of the Calvert Elks Lodge determines that the event has become dangerous to the Attendees, or that damage to the Premises is imminent or may occur, they are hereby authorized to immediately cease the sale of all alcoholic beverages and the Attendees will be ordered to vacate the Premises. If an event is canceled by the Calvert Elks Lodge for this reason, no refunds will be issued and Calvert Elks Lodge reserves the right to seek compensation for damages.**

**INSURANCE:** Renter shall be responsible for obtaining a Special Event Liability Insurance policy (also known as a Commercial General Liability policy) to provide insurance coverage for the event. A copy of the policy shall be provided to the Calvert Elks Lodge **at least 10 days** prior to the event. **Failure to comply with this provision of the Hall Rental Contract will result in the forfeiture of any deposits paid and the Hall Rental Contract will be canceled.** \_\_\_\_\_ (Renter initials)

By signing below, you accept the terms and conditions of the Hall Rental Contract as specified herein:

By: Calvert Elks Lodge #2620

RENTER

\_\_\_\_\_  
Representative

Date: \_\_\_\_\_