

# **Rent the Tangier Shrine Center**

## **Details & Contract Information**

### **Deposit/Payments:**

A \$200 Reserve Deposit is due when signing contract. This deposit is non-refundable should you cancel.

An additional payment of \$200 is due 120 days from event (non-refundable, should you cancel).

An additional payment of \$200 is due 60 days from event (non-refundable, should you cancel).

Final payment (balance due) is due 30 days prior to the event.

Payment for bar and linens will be discussed with the Lounge Manager two weeks prior to the event. Contact the Lounge Manager at 402-392-1357.

If payment schedule is not met -- or a check is returned -- the event will be cancelled. There is a \$20 charge for returned checks.

Please allow four weeks for return of Reserve Deposit after the event if everything is left in satisfactory condition.

### **Decorations:**

Decorations must be provided by the customer, at his/her expense.

Decorations are allowed on tables only and must be removed by the customer when the event is over.

No decorations or signs can be fastened to the walls or woodwork by any means, which includes the use of tape (double or single face), nails, thumbtacks, staples, or other types of fasteners.

Linens are available to rent, upon request.

All table linens are \$4 each.

Napkins are 25¢ each.

Contact the Lounge Manager at 402-392-1357 two weeks prior to event to arrange linen rental.

When the event is finished, all linens must be put into designated cloth bags.

Failure to do so will result in a \$25 charge that will be taken out of the Reserve Deposit.

### **Event Set Up:**

Customer is responsible for setup and management of tables and chairs.

If the function includes dancing, the musical accompaniment or group shall not use the parquet floor for its set up or use.

### **Event Clean Up:**

Clean-up is required. Please leave the room as you found it.

Upon completion of the function, all debris/trash is to be bagged (the Tangier Shrine Center will supply bags and trash containers).

In the Crescent Room, bags are to be placed in garbage containers outside. (Bartender will show you)

In the Oasis Room, bags are to be placed in the garbage containers outside (Bartender will show you)

A general clean up of the room is required (does not include the final vacuuming of carpet).

If any food or drink is spilled on the carpet, make every effort to remove as much as possible before it dries and becomes a permanent stain.

All tables and chairs (other than those already set up) shall be returned to their original storage position.

No liquids in trash containers.

### **Hall Rental Policies/Information:**

You need to arrange your own catering; however, all beverages (alcoholic and non-alcoholic) must be purchased through the bar.

You may have an open bar, cash bar, or combination of open and cash bar.

Bar costs are subject to prices in effect on the date of your event, not on the date the contract is signed.

Bar prices must be reviewed with Lounge Manager prior to entering into rental contract.

Bar arrangements must be made two weeks prior to the event. Orders with less notice are not guaranteed.

Cash and Open Bar prices include plastic glasses, mix, and ice.

The music ends at 11:45 p.m. The bar closes at midnight. Everyone needs to be out of the building by 12:45 a.m.

Absolutely no drinks are to be taken outside the building. Anyone violating these rules will be asked to leave the premises.

Alcohol is served to legal adults only. Anyone in violation will be asked to leave the premises.

No gambling is permitted.

There is no running allowed throughout the building at any time.

Responsibility of guests' safety lies with the person renting the facility.

Appliances are not for rent. No rice or glitter is allowed. No fog machines.

No open candles are allowed. Candles must be enclosed in votive holder or vase.

Tangier Shrine Center is not responsible for lost or misplaced items.

The Tangier Shrine Center is not responsible for any items left behind, including items rented from other companies.

Please make sure everything is removed upon completion of your event.

### **Limitation of Liability:**

Tangier Shrine Center assumes no liability for theft or damage to renter or attendees belongings (either personal or organizational property).

Lessee shall furnish a Certificate of Insurance or proof of Homeowners Insurance coverage to the Lessor at least 20 days prior to occupancy of the premises. Said proof must certify Bodily Injury Liability limits of at least \$2,000,000 per person and \$2,000,000 per occurrence and Property Damage Liability limits of at least \$2,000,000. Such insurance shall include Tangier Temple Holding Corporation and Tangier Shriners of Omaha, Nebraska, and/or its officers and directors as additional Insureds.