

**Lodi Elks Lodge #1900**  
**19071 N Lower Sacramento Road - Woodbridge**  
**209/369-3291**

**ROOM RENTAL CONTRACT**

Lessee: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Decorating Date/Time: \_\_\_\_\_

**Room Requesting:** Sun Room / Downstairs Dining Area / Lodge Room

Sun Room will be Free to Members of this Lodge. \$25.00 to Non-Members for One time use. Room is to left in the condition you found it. If Janitorial service is needed an additional charge of **\$25.00** will apply.

Downstairs Dining Area, or Lodge Room, will be available at a charge to be determined by approximate count of attendees:

	<u>Member</u>	<u>Non-Member</u>
❖ Up to 99	\$100.00	\$200.00
❖ 100 to 175	\$150.00	\$300.00

- ❖ A refundable deposit of **\$200.00** is required for ALL event. Deposit will be refunded after event (minus exceptional cleaning costs, damages, etc.). Deposit is forfeited if event is cancelled less than 30 days prior to event.
- ❖ A Cleaning Fee of **\$100.00** is required.
- ❖ Security is required for all events: Up to 99 **\$24** per hour or 100 to 175 **\$48** per hour times length of event.
- If bar service is requested additional fees apply at an hourly rate of **\$12.00** per hour/per bartender. A One Day Liquor license can be requested to utilize bar privileges. The fee is **\$35.00**.
- If wine or champagne is requested to be brought in privately, a corkage fee of **\$6.00** per bottle will apply. No other beverage of any kind may be brought in from outside sources. If it occurs the event will be shut down and the guests will be asked to leave.
- If outside caterers are requested, such caterer must show license and proof of liability insurance. A list of approved caterers is available in the Lodge office. A paper goods charge of **\$1.00** per person will be added if the caterer does not supply.
- We will continue to offer the use of the dining area at no charge in the event of the death of a member. All other charges will apply (clean up, extra bartenders and security if needed). A **\$1.00** per person charge will be added for the use of paper goods.

Rental Fee: \$ \_\_\_\_\_

Cleaning Fees: \$ 100.00

Bartender: # of Bartenders \_\_\_\_\_ \$12 x hours = \$ \_\_\_\_\_

Corkage Fee: # of Bottles \_\_\_\_\_ x \$6 = \$ \_\_\_\_\_

Liquor License: \$ \_\_\_\_\_

Security: # of guard \_\_\_\_\_ x \$24 x \_\_\_\_\_ hours = \$ \_\_\_\_\_

Paper Goods: \$1.00 x \_\_\_\_\_ person = \$ \_\_\_\_\_

**Total Rental Cost** \$ \_\_\_\_\_

Payment Received on \_\_\_\_\_ Check # \_\_\_\_\_  
All fees are to be paid 1 week before event

Deposit: Date Paid \_\_\_\_\_ Check# \_\_\_\_\_ \$ 200.00

Signed \_\_\_\_\_  
Responsible Party Membership #

Rental Agent \_\_\_\_\_

House Committee Approval Date \_\_\_\_\_

❖ = Required Fees

• = Optional Fees

## Caterers:

- Jose Gaitan is our in-house caterer and would do a great catering job for you.  
209/922-9344
- A Touch of Mesquite  
334 E. Lodi Ave  
209/333-7271
- Black Tie Gourmet  
623 E. Oak St  
209/369-9555
- DeVinci's Deli and Catering  
220 S. Church St  
209/334-3234
- Dickey's BBQ Pit  
1379 S. Lower Sacramento Rd  
209/365-9021
- Flip's Burger (Catering Truck)  
230 Cherokee Ln  
209/334-3199
- Habanero Hots Restaurant and Salsa Co  
1024 Victor Rd  
209/369-3791
- The Movable Feast (The Untaco Truck)  
Various Locations  
209/331-3111
- Subway Sandwich Shop  
1301 W. Lockeford St  
209/369-4170
- Twisted Fork  
123 W. Elm St  
209/369-3675
- Woodbridge Pizza (also chicken)  
18879 N. Lower Sacramento Rd  
209/333-8412