

**BALLROOM RENTAL CONTRACT
 DOTHAN ELKS LODGE # 1887
 3041 ROSS CLARK CIRCLE
 DOTHAN, AL 36301-1121
 334-792-0167**

EVENT DATE: _____ EVENT TIME SPAN: _____
 EVENT HOST: _____ TYPE OF EVENT: _____
 ESTIMATED NUMBER OF GUESTS: _____
 CONTACT: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE (DAY): _____ PHONE (NIGHT): _____

BALLROOM RENTAL RATES

NON-MEMBER RENTAL \$500.00
(Deposit of \$200.00 due at time of lease agreement and is non-refundable)
MEMBER RENTAL \$200.00
(Family Reunions, Birthdays, Anniversaries, etc.)
(A member who rents for commercial, business, profit or charges cover charge will pay non-member rate plus \$200.00 deposit)

BARTENDER RATES

FOUR HOURS BARTENDER *(Must use Lodge Bartender) (Each hour over 4 will be \$18.75 per hour)* \$125.00

LINEN RENTAL RATES

TABLECLOTHS (EACH) *(One week's notice is needed)* \$12.00
 QUANTITY NEEDED: _____

HOUSE RULES

All rentals require proof of event insurance naming Dothan Lodge #1887 and BPOE Grand Lodge as additional insured prior to use of any facilities.
 No use of tacks, glue or tape on walls or floors.
 Schools renting for proms will furnish security (two local law enforcement officers) at their expense.
 A cancellation forfeits deposit. Cancellation within fourteen days of the event pays full contract price.
 Renter is responsible for all damages incurred on the premises.
 Dothan Lodge #1887 is not responsible for any accidents to your guests while on the premises.

RENTER'S SIGNATURE: _____ DATE: _____
 ELK REPRESENTATIVE'S SIGNATURE: _____ DATE: _____

\$175.00 for Private Insurance Required in addition to Charges for Event.

TOTAL CHARGES FOR EVENT: \$ _____
 DEPOSIT RECEIVED: \$ _____
 BALANCE DUE: \$ _____
 DATE DUE: _____ *(Make checks payable to Dothan Elks Lodge)*

COMMENTS: _____

