



Broken Arrow Elks Lodge #2673  
Facility / Equipment Rental Agreement



Date of RENTAL: \_\_\_\_\_

Name of Rental Party: \_\_\_\_\_

Hours Needed: From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm

(Length of time will be figured on total occupancy time.)

Estimated number of people in attendance: \_\_\_\_\_

AREA(S) REQUESTED: Please circle. HALL DINING ROOM  
KITCHEN BEER GARDEN

HALL RENTAL RATES:

Non-Members: \$800.00 per 4 hours (MINIMUM) / \$100.00 per each additional hour.  
Lodge Members: \$400.00 per 4 hours (MINIMUM) / \$50.00 per each additional hour.  
(2 additional hours are allowed for set-up / \$50.00 per hour if additional time is needed.)

DINING ROOM RATES: \$200.00 (Maximum guests – 40 people.)

LIABILITY INSURANCE RATES: (NOTE: Insurance must be purchased seven (7) days prior to event. This amount is non-refundable.)

Alcohol to be served: **\$150.00**  
NO Alcohol to be served: **\$150.00**

KITCHEN USAGE RATES: \$100.00

CASH BAR NEEDED: (Please check) YES NO

Rate for One Bartender is \$75.00. Additional time is \$15.00 an hour.

Two Bartenders are required if 100 or more guests are expected. Bartenders shall be paid IN CASH before the event.

NOTE: BY STATE LAW NO ALCOHOLIC BEVERAGES OF ANY KIND are to be brought on site by the Renter or their guests.

Public Address System: (Please Check) YES NO System Use \$50.00

CATERING: (Please Check) YES NO (Price to be determined)

OTHER: (Please Check) YES NO

Please list other requests on the back of this form.

DEPOSIT: \$250.00

Due at time of request. \_\_\_\_\_

RENTAL AMOUNT: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

Due in full, five (5) days prior to date of rental. \_\_\_\_\_

Renter: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Entertainment Committee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

The above signatures indicate that the renter agrees to observe all Lodge rules and does hereby agree to indemnify and hold the Broken Arrow Elks Lodge #2673 harmless from any and all claims, costs of defense, or expense arising out of hall rental, except those created by sole negligence of the Lodge.

Area(s) used cleaned and items used returned to designated location.

Officer on Duty: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature



**Lodge Rental Purpose:** To establish guidelines for rental of the Lodge facilities.

**Process:** Elk Members and Non-Elk Members can rent the Hall, Kitchen and Dining areas provided they have complied with the guidelines listed below.

“Renter”: (print name/names) \_\_\_\_\_

The following guidelines are to be adhered to:

- All rentals of Lodge facilities must first be approved / scheduled through the Rental Chairman and Entertainment Committee
- The Broken Arrow Elks Lodge #2673 Rental Agreements are required to be completed by all Renters.
- Rental rates are established by the Board of Trustees of the Broken Arrow Elks Lodge #2673. Any request to deviate from the approved rates must be approved by the Board of Directors prior to granting permission to the “Renter”.
- All Hall Rentals are to be for a minimum of FOUR HOURS in duration.
- There is an allowed set-up time of TWO HOURS (HALL) – ONE HOUR (DINING ROOM) prior to the rental start time. Should more time be required, there shall be a \$50.00 per hour charge.
- There is to be NO REFUND OF A RENTAL DEPOSIT ONCE A FIRM DATE HAS BEEN ESTABLISHED.
- Broken Arrow Elks Lodge #2673 may require “Renters” to purchase Liability Insurance seven (7) days prior to the rental date. This will be determined at the discretion of the Board of Directors.
- There is to be a period of 30 days in which to cancel contract. If cancellation is made after 30 days from date of rental agreement, “Renter” risks forfeiture of rental deposit.
- The deposit shall be forfeited should there be any damage to Lodge property or facilities deemed to have been the responsibility of the “Renter”.
- Condition of pertinent Lodge property and facilities shall be inspected and agreed to by Rental Chairman and/or Lodge Officer on Duty and “Renter” before and after rental event.
- If no damage has occurred to the Lodge property of facilities, the deposit shall be refunded within 5 business days or used towards balance of “Renter”.
- “Renter” is required to return any tables and chairs back to storage racks, sweep floors, mopping (as needed) and gather all possessions and trash prior to leaving
- It is the responsibility of “Renter” to inform their guests of these terms.
- No rentals for TEENAGE parties shall be permitted.
- Rentals by Members must be for personal use – Not on behalf of an organization or business.
- “Renter” agrees to observe all Lodge rules and agrees to indemnify and hold the Broken Arrow Elks

Lodge #2673, harmless from any and all claims, cost of defense, or expenses arising out of Lodge facility rentals except for those created by sole negligence of the Lodge.



## **ALCOHOL**

- All applicable Oklahoma State / Federal Alcohol Laws must be complied with – All laws will be strictly enforced – NO EXCEPTIONS!
- NO person(s) under the age of 21 are permitted to consume any Alcoholic beverage that includes inside or outside on the property of the Broken Arrow Elks Lodge.
- NO person(s) under the age of 21 are permitted into the bar areas.
- NO Alcoholic Beverages of any kind including beer, wine and champagne are to be brought into any Lodge building or Lodge grounds by either the renter or their guests. This is the responsibility of “Renter” to oversee and adhere to this policy/law.
- NO Alcoholic Beverages are to be removed from the Lodge property.
- Licensed Bartender on-duty reserves the right to refuse service to anyone.
- Any Alcohol Policy infractions that occur will result in the closure of the bar facilities for the duration of the rental period.

Initials: \_\_\_\_\_

## **LODGE STAFF**

- “Renter” should inquire about any food or beverage services required – if we cannot accommodate the request, it’s possible that it could be outsourced at the approval of the Broken Arrow Elks Lodge Rental Chairman and/or the Board of Directors
- All Lodge labor is voluntary – this includes bartenders. While we endeavor to provide the best possible service and drink selections, remember the bartenders are not professionals.
- Two bartenders will be required if 100 or more guests are expected.
- “Renter” is responsible for reimbursing assigned rental Bartenders. Bartenders will be paid in **CASH** before the event.

Initials: \_\_\_\_\_