



Augusta Elks Lodge #964
PO Box 2206
Augusta ME 04338-2206

(207) 623-9623

events@augustaelks.org

Physical Location: 397 Civic Center Drive

BANQUET ROOM CONTRACT

Client: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Event Information

Type of Event: _____ Expected # of Attendees: _____

Date of Event: _____ Start Time: _____ End Time: _____

Bar Needed: Yes: No: Early Set Up Time: _____

Is Event Catered: Yes: No: Name of Caterer: _____

Requesting Use of Kitchen: Yes: No:

Rental Charges

Member: Non-Member:

Member #: _____

Room Rental: \$ _____

Outside Lawn Area: \$ _____

Set Up the Night Before: \$ _____

Additional Hours: \$ _____

Linens: Tablecloths: _____ Napkins: _____ Skirting: _____ \$ _____

Stage: Full Stage: _____ Corner Stage: _____ \$ _____

Screen and/or Projector: Screen: _____ Projector: _____ \$ _____

Security: Number of Hours: _____ \$ _____

Non-Alcoholic Drink Package: \$ _____

Total Rental Charges: \$ _____

Non-Refundable Deposit: \$ _____

Total Due: \$ _____

Rental Terms & Agreements

- Rental Fee includes Tables, Chairs, Set Up of Tables/Chairs, Easel, Podium & Microphone.
- Final Headcount & Final Payment is due 14 Business Days before Event as well as Proof of Liability Insurance purchased by Client. Liability Insurance – \$1,000,000 policy. Members and nonmembers need to purchase Liability Insurance.
- Cancellation is required no later than 14 days prior to the event. Cancellations not received 14 days prior to the event may be subject to 50% of Total Rental Charges.
- Only caterers listed on our list of Preferred Caterers can use the kitchen. Members may use the kitchen provided there is someone present who has been ServSafe certified. The kitchen must be left clean and all dishes washed and sanitized and put away.
- The Lessee will be responsible for any loss or damage to the building, equipment, decorations, or fixtures during the event due to activities of the guests.
- The Augusta Elks Lodge will be held harmless by the Lessee for any loss or damage to property belonging to the Lessee, guests of the event or of the Lodge.
- Where the Lessee is a corporation or an unincorporated association, partnership, or other legal entity, this agreement shall be binding on such legal entity. The individual executing this agreement expressly represents that they are authorized to execute said agreement on behalf of said organization.
- \$750 Security Deposit (non-members only) is due the day of the Event in form of check or credit card. This will be returned if room is left in satisfactory condition, free of damage or excessive cleaning.
- There may be no use of Scotch or Masking Tape on equipment, walls, or ceilings.
- Electrical equipment and/or extension cords may not be used without prior approval by the Augusta Elks Lodge.
- Flammable substances including candles, weapons, and marijuana products are not allowed on premises.
- Tobacco products are not permitted on premises unless outside in designated tobacco area.
- The individual executing this contract must be over the age of 21.
- If alcoholic beverages are being served, the State minimum age must be observed. All alcoholic and nonalcoholic beverages served on the property must be provided by the Augusta Elks Lodge. Please note that alcohol sales and services are regulated by the Maine Bureau of Alcoholic Beverages. The Augusta Elks Lodge, as the Licensee, is responsible for administration of these regulations. We reserve the right to refuse service for reasons deemed to be in our best interest.
- No alcoholic or non-alcoholic beverages can be brought into the Lodge.
- If food is provided, the Lodge is not responsible for oversight of any food.
- This Contract is void if it cannot be performed due to government regulations, accidents, labor disputes, and/or any other uncontrollable reasons. If services above cannot be provided for any of these reasons mentioned; other foods and services may be substituted at prices ordinarily charged for them, but not exceed agreed upon price.
- Prices are subject to change to the prices in effect at the time of delivery. The Augusta Elks Lodge reserves the right to make any corrections to prices quoted due to clerical errors or errors of omission. In the event of a price increase, The Lessee will be notified and afforded an opportunity to confirm.

I have read & understand the above terms and agree to the conditions.

Signature of Lessee

Date

Event Coordinator

Date

Rental Prices:

Weekends (Friday after 4:00 p.m. through Sunday) (capacity 250)

Non-members: \$650.00

Members: \$325.00

Weekdays (Monday through Thursday and Friday until 4:00 p.m.)

Non-members: \$300.00

Members: \$150.00

Outside Lawn Area: \$150.00

(In Addition to Banquet Room Rental)

Non-Refundable Deposit: \$250.00

Security Deposit Due Day of Event: \$750.00

(Non-members only)

Additional Hours: \$100.00 per hour over 6 hours

Set up the night before (3 hours): \$300.00

Linens: \$7.00 per Tablecloth, \$1.00 per Napkins, \$45.00 per Skirting

Stage: \$150.00

Corner Stage: \$100.00

Screen: \$50.00

Screen and Projector: \$75.00

Security: 75 or more people, alcoholic bar

\$35.00/hour, \$50.00/hour for New Years' Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day

Alcoholic Bar Rate: \$250.00 minimum sales

Non-Alcoholic Drink Rate: \$75.00 surcharge (Up to 100 people)

(Not applicable if there is an Alcoholic bar) \$150.00 surcharge (100-200 people)

\$200.00 surcharge (over 200 people)

Members from Another Lodge: 20% off non-member prices (room rental only)

Preferred Caterers

Classic

Colene O'Neill/Cindy Freeman
C&C Knead Thyme Catering
Phone: 207/441-8202 or 207/441-9752
You can find them on Facebook

Lisa Morang
Lisa's White Flour Catering
Phone: 207/622-8755
Website: whiteflour.com

June Cotnoir
Weathervane Buffet-Style Catering
Phone: 207/685-9410
Website: weathervanerestaurant@gmail.com

Barbeque

Pete's Pig Catering
Phone: 207/616-0969
Website: petespig.com

Salty Dog BBQ & Catering
Phone: 207/453-2515
Website: saltydogbbq.com

Jack Fossett
Smokin' Jacks
Phone: 207/458-6088
You can find them on Facebook