



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

(207) 623-9623

[events@augustaelks.org](mailto:events@augustaelks.org)

Physical Location: 397 Civic Center Drive

# MEMBERS LOUNGE AND SPORTS LOUNGE CONTRACT FOR NON-LODGE MEMBERS

Sports Lounge:  Members Lounge:

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

Room Rental: \$ \_\_\_\_\_

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.
- 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.
- 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 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 premise.
- Tobacco products are not permitted on premise 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 service 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:

<b><u>Members Lounge</u></b> (Capacity 151):	\$400.00
<b><u>Sports Lounge</u></b> (Capacity 147):	\$300.00
Non-Refundable Deposit:	\$250.00
Security Deposit Due Day of Event:	\$750.00
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)

## **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