

Member Banquet Rental Responsibilities & Information Contract

Rental usage of the Banquet Hall is available to all Lodge Members in good standing. Rental usage is available when no other Elks sponsored responsibilities are scheduled. Use of the Outside Space is limited to photography, smoking area access only.

*NOTE: Host= Elk Member To Book an Event:

The MEMBER is the PERSON RENTING THE VENUE(Host). _____

Event Date_____

- The MEMBER must provide a current membership card with all dues paid to date.
- The MEMBER must pay the 50% DEPOSIT (this is due at time of booking to secure the date of the event) by CHECK or CREDIT CARD. A 4% fee is charged for credit card usage. Payments must be by CHECK or CREDIT CARD. NO CASH. *Third party checks cannot be accepted.
- The MEMBER MUST present a copy of the Liability Insurance for the event 1 month prior to the event. (This can be obtained through the member's insurance company (some companies will do this for free), or by going to Elks.org. This Insurance Certificate can be sent via email or text to the Banquet Manager.

This certificate is required for all events, regardless of size. Failure to do so, prior to the event, will cause forfeit of the deposit and the event will be cancelled.

- The Member MUST REMAIN PRESENT at the lodge for the **ENTIRE DURATION of the EVENT.**
- It is the Member's responsibility to make sure that ALL OF THEIR GUESTS leave the premises prior to the member leaving.
- If the Member leaves before the end of the event, the event will be shut down immediately. The entire bill must be paid in full. All attendees must leave the venue. All personal items must be removed promptly (decorations, presents, linens, food, etc.).
- The MEMBER is responsible for any damage to the Lodge or grounds during the event.
- The MEMBER is responsible for any misconduct of event guests. (If a guest(s) becomes belligerent or creates a hostile environment for others at the event, the member must remove the guest from the premises, or the authorities will be notified.) A security charge is applied to all events at \$100/hr. for two security guards.
- **Banquet Catering is exclusive to Essel's under separate contract.** All other vendors (florist, photography, etc.) working at the event **MUST** have their own insurance. A copy of the insurance document must be forwarded to the Banquet Mgr. prior to the event.
- The Lodge Bartenders are trained on overindulgence of alcohol and are required to discontinue serving alcohol to any person who bartenders believe is intoxicated.
- Guests are not permitted to enter the Member Lounge during the event and must use the designated back bar only during an Event.

BRIGANTINE ELKS LODGE #2428

- Elk's members who are guests at an event are asked not to enter the member lounge during the event, as they will cause other guests who are non-members to follow their action.
- Children (under 18) are the responsibility of their parents/guardians and must be closely monitored when inside the lodge and outside in the patio/yard. Children are NOT allowed in the outside area of the Lodge after 9PM.
- No one is allowed to stand on the bulkhead or enter the gates to the docks.
- If the member would like to stay after the event and bring guests, the member must exit the banquet hall through the front door, and re-enter through the Members Lounge Entrance with their membership card, signing in all guests.
- All events must be completed and guests leaving by 11:00 pm.
- NO open flames, candles, sparklers, etc. are permitted in the Lodge or on the Lodge grounds.
- NO glitter, confetti, or tape on the walls. Wall hangings, and/or ceiling hangings may be permitted (must be discussed and approved by the manager).
- NO balloons are permitted outside.

Smoking/Vaping is permitted in the outside smoking area ONLY.

Billing & Payments:

- The Member is RESPONSIBLE for any & all Banquet and Security costs 2 weeks prior to the event. The Bar bills for the event must be paid no later than the end of event by check or credit card. No Cash. (Credit card is additional 4% of total).
- CANCELLATION: >60 Days, deposit returned; 30-60 Days, 50% refunded.

Force Majeure: **Any Events Beyond the Control of the Elks Lodge #2428, the Lodge reserves the right to cancel and return any and all monies to the member.**

REVIEWED AND APPROVED:

MEMBER NAME _____ PHONE NUMBER _____

MEMBER NUMBER _____ EMAIL ADDRESS _____

PRINT MEMBER NAME _____

DATE _____

DATE OF EVENT _____

BANQUET MANAGER _____ DATE _____

HOUSE COMMITTEE APPROVAL _____ DATE _____

BANQUET COST PROPOSAL

<u>DATE OF EVENT:</u>
<u>TYPE OF EVENT</u>
<u># OF GUESTS</u>
<u>DATE OF BOOKING:</u>
<u>EVENT START TIME.</u>
<u>EVENT END TIME:</u>
<u># OF GUESTS:</u>
<u># OF CHILDREN (UNDER 18):</u>
<u>PRIMARY CONTACT AND NUMBER FOR EVENT:</u>
<u>RELATIONSHIP TO MEMBER</u>

<u>TYPE OF BAR</u>
<u>OPEN- CASH LIMIT</u>
<u>CASH BAR</u>
<u>ALCOHOL PACKAGE</u>
1. <u>TOP SHELF</u>
2. <u>MID SHELF</u>
3. <u>BEER AND WINE ONLY- ALL LIQUOR CASH</u>
<u>BARTENDERS REQUESTED:</u>
1.
2.

ESTIMATED COST FOR EVENT (Bar Tab separate at close of event)

TOTAL ESTIMATE

BANQUET HALL RENTAL	\$2000/ 4HOURS	
ADDITIONAL HOURS	\$325/HOUR	
SECURITY	\$100/HOUR (2 guards)	
HALL CLEAN UP	\$150	
CREDIT CARD CHARGE	Four percent OF TOTAL CHARGED	
NJ STATE TAX	6.625%	

TOTAL COSTS

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ALL CHECKS ARE MADE TO BRIGANTINE ELKS #2428. NO CASH ACCEPTED

BRIGANTINE ELKS LODGE #2428

I AGREE TO ACCEPT THESE TERMS AND ESTIMATES

MEMBER NAME _____ PHONE NUMBER _____

MEMBER NUMBER _____ EMAIL ADDRESS _____

PRINT MEMBER NAME _____

DATE _____

DATE OF EVENT _____

BANQUET MANAGER _____ DATE _____

HOUSE COMMITTEE APPROVAL _____ DATE _____

DEPOSIT RECEIVED \$ _____ DATE _____