



Rental & Reservation Information

Santa Rosa Odd Fellows Hall

545 Pacific Ave. Santa Rosa, CA 95404

www.sroddfellowshall.com

P: 707-546-1591

srofhall@gmail.com

Office Hours: Tue, Thur & Fri: 9am-3pm

Reservations:

A holding deposit of \$200 (non-refundable), which will be credited to your total cost, is required to reserve a rental date. The fee, along with a signed contract, is due at the time reservations are confirmed in the form of a check or cash.

Balance of payments and required permits, if any, must be given to Odd Fellows Hall at 2-4 weeks prior to the event. The amounts and exact due dates will be outlined in your contract.

Insurance, Alcohol & Security:

Liability insurance in the amount of \$1M for every event is required naming *Odd Fellows Hall as additional insured*. This can be accomplished through your home owner's or renter's insurance, or online through an Event Insurance provider. If alcohol is served, the amount increases to \$2M. An ABC license will also be required if selling alcohol. Proof of one licensed, uniformed security officer per 50 guests is required 2 weeks before your event. Security will be required to check in with the Office for instructions and tour of the facilities before your event begins. **No food or alcohol is to be consumed outside your rented room.** Serving alcohol to minors will end your event immediately and no monies paid will be refunded.

Damage Deposit:

A refundable damage deposit up to \$1500 for parties or \$750 for business meetings/lectures shall be paid with the balance of the rental 30 days prior to the event date. This deposit will be returned to the Renter within 3 weeks after the event, provided there has been no damage to equipment, floors,

furnishings, landscaping, walls and extra cleaning is not necessary. The Renter will also be billed for any damage charges in excess of the deposit.

Cancellations:

When a reservation is canceled with ***more than a 30 day notice***, all money paid will be returned except the \$200 holding deposit.

With less than 30 days' notice, the entire rental charge will be forfeited, except for the refundable damage deposit (\$750-\$1500) which will be refunded in its' entirety.

Services:

An Event Technician will be on duty during the entire time that you are using the facility on the rental date. The Event Technician will also provide information, direction on the use of the facility and its equipment, the necessary restroom supplies (should these run out) and facilitate the event throughout its duration.

Odd Fellows Hall provides tables and chairs. Set up and take down of these will be done by prior arrangement. It is not the responsibility of the Odd Fellows Hall to provide additional items such as table linens, cooking utensils, table settings, outdoor ashtrays, etc. Please remember that the facilities are to be left in the same condition it was found in.

Parking:

Odd Fellows Hall has 50 parking spaces on our lot. There is street parking along Pacific Ave., throughout the surrounding neighborhood, and on Slater St. after 5:30 pm. You may also consider purchasing a day pass from the Santa Rosa Junior College if additional parking is needed.

Rental Time:

Rental time will commence at the time negotiated on your contract. An Event Technician will open the building at your designated time and close the building in accordance with your contract. Caterers, clean up, decorators and musicians all fall within the contracted rental time.

Regulations:

Smoking indoors is prohibited. This includes e-cigs. Outdoor smokers must use designated containers provided by the Renter and keep a 30 ft distance from the entrances to the building.

Music volume must never exceed 65 decibels and all music must end by 10pm. Back door facing the neighborhood must remain closed while any/all music is playing.

Children must always be kept under adult supervision during the rental and must remain in the room contracted for. Playing the piano is not permitted without prior consent from management and must be in writing on your contract.

Decorations must be of flame-retardant material. **No** rice, confetti, glitter, hay, sand, straw, bird seed, chewing gum, popcorn, smoke/fog machines, glass beer bottles, and open flames are allowed at any time. Battery operated candles only. The use of nails, putty, scotch tape, staples, etc. is prohibited. Only painter's tape may be used to adhere material to the walls and doors.

Clean-up Responsibilities:

All decorations are to be removed at the end of the Event. All papers are to be picked up in restrooms as well as any other room that was occupied. Tables, chairs, kitchen and all other equipment used are to be wiped clean. Your event technician can provide a caddy of cleaning supplies if needed.

Recycling of beverage containers in supplied recycling containers is required.

Begin cleanup 30-60 minutes before the rental time is completed. Please remember rental time covers all your activities, including decorating time and clean up, in accordance with the hours specified in your contract.

Pre-Event Checklist:

Upon Arrival, Event holders shall check in with Event Technician:

- Examine set up of event for approval
- Examine the facilities for cleanliness
- Receive final instructions on clean up procedures
- Receive final instructions on decoration limitations

During the event, Event holders shall:

- Supervise guests to ensure that everyone uses only the rooms contracted for
- Contact the Event Technician for any changes needed in lighting, room temperature, etc.
- Adhere to requests and instructions of the Event Technicians.

Halls Available:

Main Hall / Ballroom:

- Includes Stage and Maple dance floor
- Seats 400 for assembly / 200 for dining/ 120 for dining & dancing
- \$80/hr Monday-Friday 8:30am-4pm
- \$145/hr Saturdays & Sundays AND weekday evenings after 4pm

Walker Hall / Dining Room:

- Seats 200 for assembly / 100 for dining / 45 for dining & dancing
- \$60/hr Monday-Friday 8:30am-4pm
- \$110/hr Saturdays & Sundays AND weekday evenings after 4pm

Mercer Hall / Meeting Room:

- Seats 120 for assembly / 65 for dining/ 32 for dining & dancing
- \$40/hr Monday-Friday 8:30am-4pm
- \$85/hr Saturdays & Sundays AND weekday evenings after 4pm

Conference Room:

- Seats 10-12 around conference table
- Seats up to 20 for meetings/groups
- \$30/hr Monday-Friday 8:30am-4pm
- \$50/hr Saturdays & Sundays AND weekday evenings after 4pm

Commercial Kitchen:

- \$30/hr
- Commercial size 2 door refrigerator, 10 burner stove top, 4 ovens, sanitizer/dishwasher, 2 deep sinks, 3 compartment sink, employee hand washing sink, commercial coffee station, microwave, ample counter space, chopping block.

20% Discount for Non-Profit's

35% Discount for Odd Fellow and Rebekah lodge members

Memorials are No Charge for any member of the Independent Order of Odd Fellows Lodge #53 or Oak Leaf Rebekah Lodge #74.

Client/Group Name:				Phone:	
Address:					
Date of Use:	Event Type:			Guest Count:	
Main Hall:	Start:	End:	Total hours:	Room cost:	
Walker Hall:	Start:	End:	Total hours:	Room cost:	
Kitchen:	Start:	End:	Total hours:	Room cost:	
Mercer Hall:	Start:	End:	Total hours:	Room cost:	
Conference Room:	Start:	End:	Total hours:	Room cost:	
Billiards:	Start:	End:	Total hours:	Room cost:	

Equipment Rental:	Fee:	Allocated:	Used:	Returned:	Total Cost:
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Tables & Chairs

60" Round Tables:	n/c				
14' Long Tables:	n/c				
8' Tables:	n/c				
6' Tables:	n/c				
Chairs:	n/c				

Audio-Visual

Screen/drop-down:	\$10.00				
Screen/portable:	\$25.00				
Microphone/corded:	\$10.00				
Microphone/cordless:	\$20.00				
Sound System (Main/Walker):	\$40.00				
Video System (Main Only):	\$40.00				

Other Equipment

Urn/60 cup:	\$10.00				
Podium/Lecturn:	\$10.00				
Extension Cord:	\$5.00				
Piano/Walker Hall:	\$30.00				
Piano/Main Hall:	\$50.00				

Banner Installation:		\$25.00				
					Equipment Cost:	

Caterer Name:		
Caterer Health Permit copy:		<u>Received</u> <u>Date:</u>

Event Insurance (1 M/no alcohol or beer & wine only or 2 M/liquor):

Are Guests Being Charged to attend?:

ABC License (selling alcohol/ tickets to event where alcohol is being served):

Security Company:

of licensed, uniformed guards:

\$200 Reservation Deposit:

Damage Deposit:

Cient Signature:

Date:

Hall Representative Signature:

Date: