

**ODD FELLOWS HALL ASSOCIATION
RESERVATION FORM**

LODGE #53 & LODGE #74

Contact: Ron Mills, Hall President

(707) 364-5933

rsmills@live.com

DATE: Click or tap to enter a date.

EVENT NAME: _____

CONTACT NAME AND PHONE NUMBER: _____

SELECT LODGE: SR Odd Fellows Lodge #53 ☐ Oak Leaf Rebekah Lodge #74 ☐

ROOM SELECTION (Drop down box): Choose an item.

How many guests are attending? _____

Is the group willing to share the Hall facility with other events that day? Yes ☐ No ☐

EVENT BEGINS (Guest arrival time): _____ **EVENT ENDS** (Guest departure time): _____

ADVANCE SET UP TIME (Prior to the Event): 1 hr ☐ 2 hrs ☐ half day: ☐ all day: ☐

EVENT DETAILS:

HALL BOARD APPROVAL: YES ☐ Or NO ☐

REASON FOR DENIAL: _____

HALL BOARD SIGNATURE: _____

DATE: _____

DATE OFFICIAL CONTRACT RECEIVED FROM RENTER: _____

DATE RULES/REGS REVIEWED WITH RENTER: _____



Rental & Reservation Information

545 Pacific Ave. Santa Rosa, CA 95404

www.sroddfellowshall.com srofhall@gmail.com P: 707-546-1591

Reservations:

A holding deposit of \$350 (non-refundable), for the smaller halls; Conference room, Mercer Hall & Walker Hall. The deposit will be credited to your total cost; this is required to reserve a rental date. The Main Ball Room requires a holding deposit of \$500 (non-refundable), which will be credited to your total cost. This 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 cash or cashier's check.

Balance of payments and required permits, if any, must be given to Odd Fellows Hall at least 6 weeks, {45 days} 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 homeowner's or renter's Insurance, or on-line through an Event Insurance provider. If alcohol is served or provided by donation, the amount increases to \$2M. Proof of one licensed, uniformed security officer per 75 guests is required 3 weeks before your event if alcohol is provided. Security will be required to check in with the Office for instructions and tour of the facilities before your event begins. **No beer bottles allowed**. Wine bottles, beer cans or beer kegs are permissible. An ABC license will also be required if selling alcohol. Serving alcohol to minors will end your event immediately, and no monies paid will be refunded.

Damage Deposit:

A **refundable** damage deposit of \$1500 for groups of 150 people or more, \$750 for groups of 80-149 people, and \$500 for groups of less than 80 people. The deposit shall be paid 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.

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Twistals

Cancellations:

When a reservation is canceled with *more than a 45-day notice*, all money paid will be returned except the \$350. OR \$500. holding deposit. Deposits vary with size of Hall booked. The holding deposit may be applied to another date should the event need to be re-scheduled within 2 weeks of original booking.

With less than 45 days' notice, the entire rental charge will be forfeited, except for the refundable damage deposit {\$500. or \$750. or \$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, chairs, and trash receptacles. 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. This is a shared lot and is first come first served. There is street parking along Pacific Ave., throughout the surrounding neighborhood, and on Slater St. on weekends. You may also consider purchasing a day pass from the Santa Rosa Junior College. At times, if additional parking is needed; clients may contact Eggen & Lance, for permission to park in their overflow lot.

Rental Time:

Rental time will commence at the time noted 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. Smokers will need to be responsible for properly discarding cigarette butts in their own disposal bags.

Music/Video volume must be kept at a reasonable level and not over 80 decibels. All music must end by 10pm. All interior/exterior doors are to remain closed at all times while any/all music is playing. Our Main Hall sound system may accommodate phones, Mp3 players or CD's. Laptop's may be used for video presentations, HDMI or VGA. (Apple/MAC users will need to provide their own adaptor). It is your responsibility, and highly recommended, that laptop compatibility is checked with our system a few days before your event. **Wi-fi log on: Guest and password: oddguest545.** Soundboard controls are not

permissible to be plugged into our sound system. DJs are required to be self-sufficient and supply all that is required for a dance/music event.

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Twistalls _____

Piano playing is not permitted without prior consent from management and must be in writing in your contract.

Children must always be kept under adult supervision during the rental and must remain in the room contracted for. No running or eating in the lobby and/or hallways. NO EXCEPTIONS.

Food/beverages are to be consumed only in the space rented. No food or beverage is to be consumed in the lobby, hallway, bathrooms or while seated on the Main Hall perimeter bench seating. Please keep all food items at the dining tables. Any spills on carpeting requiring extra cleaning, including but not limited to outside carpet cleaning vendors, will be deducted from your damage deposit. No glass beer bottles are permitted. Wine bottles and beer kegs are allowed.

Decorations must be of flame-retardant material. No rice, confetti, glitter, hay, sand, straw, bird seed, chewing gum, popcorn, smoke/fog machines, and open flames are allowed at any time. Battery operated candles only. The use of nails, putty, scotch tape, staples, etc. is prohibited. No decor material is permitted to be adhered to the walls, doors, curtains, mirrors or lighting fixtures at any time.

Not allowed are boots equipped with heel guards, steel tips, or spurs. These are damaging to the floors. You will be responsible to clean/repair any visible markings such as scuffmarks. No weapons of any kind are permitted.

Clean-up Responsibilities:

All *decorations* are to be removed by YOU 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. You will be required to sweep at the minimum, and/or potentially mop should the space require it. This will need to be accomplished all within your contract time so please plan accordingly.

Recycling of beverage containers in supplied recycling containers is required. You may use our garbage dumpster until the lid does not close completely at which time you will be required to take all trash with you. Extra charges may apply if garbage is left outside of the dumpster bins.

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. The Hall must be cleaned and evacuated by 11pm.

Due to the Covid-19 Pandemic: Santa Rosa Odd Fellows Hall has instituted a rigorous cleaning regiment for the health and wellbeing of our community that we serve. We are Sonoma Safe Certified by the Sonoma County Health Department

Each Hall requires a separate cleaning fee, these additional Pandemic cleaning fees are non-refundable and are in place to ensure the safety of our guests and staff; if you have further questions feel free to inquire with management.

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Initials: _____

Event Date(s):	
Customer Name:	
Phone & Email:	
Group/Event Name:	
Type of Function:	
# of Guests:	Are guests being charged to attend?

	MAIN	WALKER	MERCER	KITCHEN	CONFERENCE
Start Time:					
End Time:					
Total					
Hours:					
Cost:	\$	\$	\$	\$	\$
Non-Profit Discount varies	\$				
TOTAL:	\$				

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Initials: _____

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Room Rental: \$ _____ + Equipment: \$ _____ = Total Cost: \$ _____

Event Checklist

Name: _____ Event Date: _____ Time: _____

It will be your responsibility to supply all items required by the due dates to avoid event cancellation

Required Items:	Amount Due:	Due Date:	Date received/Initials:
1. Holding deposit:	_____	_____	_____
2. 1st Payment:	_____	_____	_____
3. Final Payment:	_____	_____	_____
4. Damage Deposit:	_____	_____	_____
5. Deposit returned:	_____	_____	_____
6. Clean/Maintenance:	_____	_____	_____
7. Liability Insurance:	_____	_____	_____
8. Uniformed Security:	_____	_____	_____
9. Caterer's Health permit:	_____	_____	_____
10. Caterer's Work comp:	_____	_____	_____
11. ABC Permit:	_____	_____	_____
12. Floor plan:	_____	_____	_____

By signing and submitting this application for the Odd Fellows Hall use, applicant agrees to comply with all stated rules and regulations as set forth by the Odd Fellows Hall Association Board of Trustees and will pay for any damages or loss of property resulting from event(s) listed. Applicant is further responsible for caterer, event planner, volunteers; all subcontracting vendors must comply with the rules set forth.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Hall Representative: _____ Date: _____

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Initials _____