



## Rental & Reservation Information

545 Pacific Ave. Santa Rosa, CA 95404

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### 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 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 50 guests is required 2 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 social events of 100+ people, or \$750 for business meetings/lectures/groups less than 100 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.

Initials: \_\_\_\_\_

### **Cancellations:**

When a reservation is canceled with ***more than a 30-day notice***, all money paid will be returned except the \$200 holding deposit. The holding deposit may be applied to another date should the event need to be re-scheduled within 2 weeks of booking.

***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, 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. 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 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.

***Music/Video*** volume must never exceed 65 decibels and 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. Soundboard controls are not permissible to be plugged into our sound system. DJ's are required to be self-sufficient and supply all that is required for a dance/music event.

Initials: \_\_\_\_\_

**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.**

Initials: \_\_\_\_\_

**Pre-Event Checklist:**

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

- Name of person arriving first to check in: \_\_\_\_\_
- Examine set up of event for approval
- Examine the facilities for cleanliness

***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 at all times.

**Halls Available:**

**Main Hall / Ballroom:**

- Includes Stage, Maple dance floor, & perimeter padded seating up to 100 p
- 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 and 10 on couches & side chairs
- \$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. NO storage of items is available.

Initials: \_\_\_\_\_

**20% Discount for Non-Profit's**

**50% 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.**

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:	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>
End Time:	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>
Total Hours:	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>	<input style="width:50px; height:20px;" type="text"/>
Cost:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Member Discount  
50%:           \$ \_\_\_\_\_

Non-Profit Discount  
20%:           \$ \_\_\_\_\_

TOTAL:           \$ \_\_\_\_\_

Initials: \_\_\_\_\_

Event Insurance contract received?: \_\_\_\_\_

\_\_\_\_\_ **Alcohol**: requires a \$2 Million Policy OR \_\_\_\_\_ **No Alcohol**: requires a \$1 Million Policy

Security Company Contract received if serving alcohol? \_\_\_\_\_

ABC License received if selling alcohol, tickets or auction? \_\_\_\_\_

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

60" Round Tables:	24 qty	n/c			
14' Long Tables:	15 qty	n/c			
8' Tables:	4 qty	n/c			
6' Tables:	5 qty	n/c			
Chairs:	290	n/c			

**Audio-Visual**

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

**Other Equipment**

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

Initials: \_\_\_\_\_

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. Dam. deposit returned:			_____
6. Liability Insurance:	_____	_____	_____
7. Uniformed Security:		_____	_____
8. Caterer's Health permit:		_____	_____
9. Caterer's Work comp:		_____	_____
10. ABC Permit:		_____	_____
11. 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: \_\_\_\_\_