

Norwin Elks Lodge # 2313

Party / Special Function Rates

Effective May 16th, 2014

Upper Dining Room and Bar:

Seats between 10-75 people

** Room will not be rented out for a party / function in excess of 75 people.*

Members Room Rental: \$ 150.00 (four hours*)

Non-Members Room Rental: \$ 175.00 (four hours*)

Extra Time: \$ 25.00 per hour

* No charge for the first 30 minutes of clean-up after the function, when the food is supplied by the Norwin Elks.

The room rental rate will be waived when the Lessee is going to incur \$400.00 or more of food expenses when the food is provided by the Norwin Elks.

Lessee must purchase all alcoholic beverages from the Norwin Elks.

For either a CASH BAR or OPEN BAR, bartenders may be hired, through the Elks, at a rate of \$20.00 per hour, per bartender, with a four hour minimum. Each additional hour will cost \$25.00.

Guests are NOT permitted behind the bar, for any reason.

The Norwin Elks adheres to all Pennsylvania Liquor Control Board (PLCB) regulations therefore:

Under no circumstances are guests permitted to bring in their own alcoholic beverages. No one under twenty-one (21) years of age will be served any alcoholic beverage. NO EXCEPTIONS!!!

Lessee may bring in their own food and non-alcoholic beverages for use in the Upper Dining Room. If the Lessee chooses to bring their own food and non-alcoholic beverages then the following will apply:

- The Lessee will be responsible for setting up their own food on tables provided by the Norwin Elks.
 - The Norwin Elks Representative needs to know a week in advance as to how many electrical appliances will be brought in so that electrical outlets can be supplied.
- The Lessee is responsible for any damages that occur due to negligence by the Lessee and / or the Lessee's party to the Norwin Elks property.
- The Norwin Elks will not supply any staff members to keep the food warm or serve the food.
- Norwin Elks will provide ice for the beer only. The Lessee is responsible for all other ice.
- The Lessee is responsible for cleaning of the room and/or outdoor function location(s) and taking the trash to the dumpster at the conclusion of their party / function.
- A security deposit in the amount of \$100.00 will be required in addition to the room rental charge.
- **Lessee is responsible for any fines and/or disciplinary actions, resulting from the Lessee's function, from the PLCB for the consumption of alcohol by minors and/or bringing liquor onto the premises that was not purchased from the Norwin Elks Lodge # 2313.**

Guests are NOT permitted in the kitchen, for any reason.

The room rental charge is your deposit. Deposits are due within seven (7) days after the reservation is made. After that time, we reserve the right to cancel your reservation and rent the room to someone else.

50% of the estimated expenses are due four (4) weeks prior to the party / function. The remaining estimated expenses are due ten (10) days prior to the party / function. Any incidental expenses should be paid for at the time of the party / function.