

PRIVATE EVENT RENTAL AGREEMENT
NO TICKETED EVENTS; NO ADMISSION CHARGES; NO ADVERTISING OF EVENTS PERMITTED

Basic Terms

Name of Lessee: _____ Private Event Type: _____

____ Copy of Lessee's ID on File Lessee's Phone: _____

Lessee's Email: _____

Event Start Date and Time: _____

Event End Date and Time: _____

Room (s) Rented.

____ Dining Room (incl. Kitchen) ____ Dining Room Patio ____ Hallway ____ Blue Lodge Room

____ Scottish Rite Room (incl. Kitchen) ____ Robing Room ____ Beverage Center (Required if Alcohol is served)

Room Rental Package Includes:

____ Dance Floor ____ Audio Visual System ____ Portable Bar ____ Extra Chairs
(no support Available on day of event)

____ Security (required if Alcohol is served) ____ Event Insurance (incl. Liquor Liability)

Maximum Capacity of Room(s) Rented: _____

Down-Payment: _____

Cleaning Fee: _____ \$300 (Non-Refundable)

Refundable Damage Fee: _____ \$300

Rental Package Rate: _____

Balance Due One Week Before Event: _____

Floor Plan/Layout and Balance Due Date: _____

By signing below, Lessee agrees to rent the facilities described above for the rate stated and agrees to comply with the Terms and Conditions and Rules and Regulations attached. By executing this Agreement, the Lessee acknowledges that they have reviewed, understand and agree to the attached Terms and Conditions and Rules and Regulations. Not valid unless and until signed and returned by Lessor.

Lessee: _____ Scottish Rite Masonic Center Preservation

Foundation, Inc.

Signature: _____ By: _____

Print Name: _____ Print Name: _____

Signature: _____ Date: _____

Terms and Conditions

- 1. Insurance:** If Event Insurance is not included in the Lessee's event package: Lessee shall maintain commercial general liability insurance with limits of not less than \$1,000,000.00 for bodily injury or property damage from any one occurrence and name Scottish Rite Valley of Savannah, The Supreme Council Ancient and Accepted Scottish Rite Southern Jurisdiction and all their affiliated corporations, entities and associations (collectively, the "Lessor Parties") as additional insured. Lessee agrees to obtain and provide evidence of insurance in the form of a Certificate of Insurance at least one (1) week prior to the date of the event. The Certificate of Insurance must reflect insurance coverage for the date of the event plus any days before or after the event during which the Lessee intends to utilize the space. Failure to submit an acceptable Certificate of Insurance by the deadline above may result in forfeiture of the Deposit and cancellation of the Event. If alcohol is served at the event your policy must include Liquor Liability coverage. This coverage should protect Lessee, and Lessor against alcohol-related accidents, as Lessee is ultimately liable for the safety of Lessee's guests. Any caterers and/or outside vendors, companies, and/or institutions must provide a certificate of insurance, evidencing General Liability and Liquor Liability coverage, as well as a copy of their Catering License to Lessor, naming Lessor, and will be delivered at least seven (7) days prior to the event. If Lessee is authorized to enter the space for set- up/decorating a day early, rehearsal (no food /drink) or a takedown day, Lessee must include these dates in the event Insurance.
- 2. Indemnity:** The Lessee shall save the Lessor Parties harmless and indemnify the Lessor Parties from all injury, loss, claims or damage to any person or property while on the Leased Premises, except to the extent caused by the willful acts or omissions or gross negligence of a Lessor Party, its employees, agents, licensees, or contractors.
- 3. Liability:** I understand and agree that the Lessor assumes no responsibility or liability for personal injuries, loss or damage to Lessee's or its' invitees' personal property while using Scottish Rite Masonic Center facilities.
- 4. Cancellation:** Lessor reserves the right to cancel all events and reservations in its discretion. In the event of cancellation by Lessor, all amounts pre-paid by Lessee shall be refunded as Lessee's sole and exclusive remedy.
- 5. Capacity Limits:** Capacity for the event (guest headcount) shall not exceed the capacity amount set forth on page 1 of this Agreement.
- 6. Security.** If alcohol is served at the event, Lessee is responsible for the cost of security.
- 7. Covid-19:** Lessor shall not be held responsible for any injury or loss of property suffered by any individual while playing, practicing, or engaging in any activity in or on the property of the Scottish Rite Masonic Center. The Lessee acknowledges the ongoing COVID-19 virus pandemic and acknowledges the potential adverse health effects of contracting the COVID-19 virus. The Lessee agrees, acknowledges, and understands that the Scottish Rite Masonic Center makes no representations or warranties concerning the cleanliness of the facilities or that the facilities are free of COVID-19 virus. The Scottish Rite Masonic Center makes no representations or warranties concerning the effectiveness of their cleaning about the COVID-19 virus. The Scottish Rite Masonic Center respectfully makes the reasonable expectation/ask that the Lessee be aware of the guidelines set forth by the state and federal laws applying to the COVID-19. Therefore, the Scottish Rite Masonic

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Center respectfully makes the reasonable expectation/ask the Lessee to acknowledge that it is their responsibility to comply with state/federal law guidelines and that the Scottish Rite Masonic Center shall not be responsible for anyone contracting COVID-19.

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UNDER NO CIRCUMSTANCES SHALL THE SCOTTISH RITE MASONIC CENTER, THE SUPREME COUNCIL OF THE ANCIENT AND ACCEPTED SCOTTISH RITE OF THE SOUTHERN JURISDICTION AND ALL CORPORATIONS, ENTITIES, AND ASSOCIATIONS ANY CO-SPONSOR, AND ANY PROPERTY OWNERS FOR ANY INJURY, OR LOSS TO MYSELF OR PROPERTY ITS BOARD MEMBERS, DIRECTORS, EMPLOYEES OR VOLUNTEERS BE LIABLE TO LESSEE, APPLICANT, OR ANY VISITORS, INVITEES, OR OTHER INDIVIDUALS FOR ANY INJURIES OR DAMAGES INCLUDING BUT NOT LIMITED TO DIRECT, INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR ANY OTHER DAMAGES OF ANY KIND RELATING TO THE COVID-19 VIRUS. LESSEE HEREBY AGREES TO INDEMNIFY THE SCOTTISH RITE MASONIC CENTER AND ITS BOARD MEMBERS, DIRECTORS, EMPLOYEES AND VOLUNTEERS AND SAVE THEM HARMLESS FROM ANY LOSS, DAMAGE, OR EXPENSE OF ANY KIND ARISING FROM OR ALLEGEDLY ARISING FROM ANY CLAIM, DEMAND OR LAWSUIT, OR OTHER LEGAL PROCEEDING, FROM ANY PARTICIPANT USE OF THE FACILITY AND THE COVID-19 VIRUS.

8. Security Cameras. Lessor hereby notifies Lessee that the premises are equipped with a video security system. By signing this Agreement, Lessee consents to the use of such security system for security purposes.
9. Private Events. Unless otherwise approved in writing by Lessor, the Lessee's use of the premises shall be limited to the conduct of an event of the type described on page 1 of this Agreement, which event shall not be open to the general public, but only to invited guests of the Lessee.
10. Liquor License Required. Lessee will be required to apply for and obtain a temporary Alcoholic Beverage License and furnish a copy of it to Lessor at least 2 days prior to the event if there will be alcoholic beverages at the event.
11. Refundable Damage Fee. Provided there is no damage caused to the Lessor's building or property, the damage fee shall be refunded on the next business day following the date of the event. In the event that the cost to repair damage exceeds the amount of the Damage Fee, Lessee shall remain liable to Lessor for such excess.
12. Rules and Regulations. The Lessee shall comply with the attached Rules and Regulations which are a part of this Agreement.

Rules and Regulations

1. Event Set-up: Lessee understands and agrees that Lessee will be responsible for setup for tables and chairs for Lessee's event. Lessee agrees that any decorations used by the Lessee will not be attached to the walls, floors, or ceilings of any the Scottish Rite Masonic Center Facility. Access to the Scottish Rite Masonic Center Facility will be coordinated with the Scottish Rite Office (912-232-5132) one week prior to time needed. The Scottish Rite Masonic Center does not provide, loan, or furnish tools, ladders, or kitchenware. You must include any additional days for decorating or rehearsals (unless paying the rental price to guarantee the space for advanced decorating or rehearsals). Availability for advance decorating/rehearsal is determined by availability- no earlier than one month prior to event). If using audio/visual, it is Lessee's responsibility to test its program. Lessee may have access to the AV equipment by arrangement with Lessor in the week prior to the Event. Doors open to begin decorating as early as 8am. Lessee is responsible to bring whatever cooking supplies it needs.

2. Rules of Conduct: Tables and chairs must be moved by lifting, not dragging. Food and drinks are prohibited in all carpeted areas of the building. Damage (including scuffing and stains) to the flooring or carpeting will result in additional charges to be applied against the Damage Fee. No gum will be placed on carpet or floors or under tables and chairs. Unless a Room/Space is included in the Rental Agreement, occupancy of other areas is prohibited. There is absolutely no drug use, smoking or vaping of any kind tolerated in premises. Smoking of tobacco is permitted outside the front doors and patio area.

3. Decoration: Nothing can be hung from the chandeliers. No confetti, glitter, powder, or sand can be used. No tape, staples or tacks on stage, tables, mirrors, or walls. No bubble machines, smoke/fog machines are permitted-they make the tile floor unsafe to walk on. No inflatables. No candles or open flames are permitted. No nails, tacks, staples, or tape will be used on walls, doors, floors, or windows.

4. Event End Time: The rental period expires at midnight on the date of the event. This means that the event should have a scheduled conclusion no later than 11:00pm to allow adequate time for break-down. All personal property of the User and caterer will be removed, and the building vacated not later than 12:00 AM. If not, an additional \$50 for every half hour.

5. Event Break-Down: ALL GUESTS, DECORATIONS, CATERERS AND DJ/BAND AND LIGHTING MUST BE REMOVED BY MIDNIGHT on the day of the event unless alternate arrangements are made in advance as described below. If used, the Kitchen must be cleaned at the end of the event (and in any case, by no later than mid-night). Lessee must bring all cleaning supplies needed. All trash/garbage must be placed in sealed garbage bags and placed in dumpster behind Kitchen. No items may be left on stovetops. Subject to availability, Lessee may break-down the next calendar day by pre-paying a fee of \$250 not less than one week before the date of the event. Catering services are required to remove all trash, place in dumpster and clean kitchen. If no caterer is used, the Lessee is responsible for the cleaning activities. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists either attached to this document or with the Lessor team member.

6. Security: Lessee is solely responsible for arranging adequate and appropriate security for the event. If Lessee needs assistance in obtaining security services, Lessor will provide Lessee with a list of security providers that are acceptable to Lessor.

7. Attorney fees: In the event Lessor retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Lessee agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the

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costs of any legal action. In the event Lessor is required to file any action in court in order to enforce any provisions of this Agreement, Lessee agrees to pay Lessor, all reasonable attorney fees, court fees, and costs of suit incurred by Lessor including all collection expenses.

8. Lost and Found: Lessor takes no responsibility for personal effects and possession left on premises during or after any event. Lessor does, however, maintain a lost and found and will hold recovered items up to 30 days.

9. Smoke-Free Facility: Scottish Rite is a smoke-free facility. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, a \$100 penalty charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises.