



PRIVATE RENTAL AGREEMENT

NO TICKETED EVENTS – NO ADMISSION CHARGES – NO ADVERTISING OF EVENT PERMITTED

This Rental Agreement is made on this day _____ between **Scottish Rite of Savannah** (Lessor) and:

LESSEE (Renter):

Name: _____ Date of Event: _____
 Address: _____ Email: _____
 Phone: _____ Copy of Lessee’s ID on File

1. PROPERTY DESCRIPTION – Event Type:

Room(s) Rented:

- Dining Room Dining Room Patio Kitchen
- Scottish Rite Room Robing Room Beveridge Center (Bar)
- Gathering Place Gazebo (4 Hrs - Daylight) Whole Building Rental (SR, DR, Bar, RR)
- Key for Advance Entry Portable Bar Cart

Dining Room rental includes free access to patio. Access to kitchen and bar can be added for an additional fee. If serving alcohol, Bar must be rented and Lessee must obtain a pouring license from the City of Savannah and the person serving the alcohol must be a licensed professional. Lessee accepts full liability for alcohol-related incidents.

Tables and chairs are provided. Audio/visual system is included (no tech support provided).

Additional areas being rented (upon approval) Specific Area(s) Being Rented (room, hall, floor, etc.) Notes:

2. RENTAL PERIOD

Start Date: _____ Time: _____ End Date: _____ Time: _____

Access for setup begins at: _____ Lessee must clear building by: _____

If Lessee remains in building beyond agreed time, Lessee forfeits security fee.

3. RENTAL AGREEMENT

A. Total Rental Package Fee

Dining Room & Patio Fee: \$ _____ Kitchen Fee: \$ _____ Bar Area Fee: \$ _____

Scottish Rite Room Fee: \$ _____ Robing Room Fee: \$ _____ Gathering Place Fee: \$ _____

Whole Building Rental (SR, DR, Bar, RR) Fee: \$ _____ Advanced Entry Fee: \$ _____ Gazebo Fee: \$ _____

Total Rental Amount: \$ _____

4. SECURITY DEPOSIT AND FEES

Non-refundable Fee due upon date of contract: + \$ 300.00

Refundable Security Deposit due upon date of contract: + \$ 500.00

Security deposit may be refunded within 10 days after Lessor inspection is completed.

Failure to return access key Lessee will incur a \$50 fee. _____

5. EVENT INSURANCE

If obtained through Scottish Rite \$170.00 Insurance Fee: \$ _____

Event insurance is required for all venue rentals. If obtained through personal insurance, Certificate of Insurance is due 10 days prior to Event that Lessee must provide. It is required that the Savannah Scottish Rite be named as an additional insured on the Certificate of Insurance. Minimum coverage amount: \$1,000,000. Lessee should consider requiring "Proof of Insurance" from outside vendors (caterers, decorators, etc.) _____

6. PAYMENT TERMS

Accepted Payment Methods:

Cash Money Order Credit/Debit Card Check # _____

Total Package Amount: \$ _____

7. DOWN PAYMENT AND SUBSEQUENT PAYMENTS

Payment Made upon date of contract on _____ by _____ — \$ 800

Initial Down payment to be applied toward the total rental fee: — \$ _____

Remaining Balance: \$ _____

Additional payments applied towards total rental: \$ _____ on _____ Remaining Balance: \$ _____

Additional payments applied towards total rental: \$ _____ on _____ Remaining Balance: \$ _____

Additional payments applied towards total rental: \$ _____ on _____ Remaining Balance: \$ _____

Additional payments applied towards total rental: \$ _____ on _____ Remaining Balance: \$ _____

8. BALANCE DUE

Due Date: _____

Remaining Balance: \$ _____

Failure to pay the balance by the due date may result in cancellation and forfeiture of the down payment. _____

9. OCCUPANCY LIMIT

Maximum Number of Occupants/Guests: ____ /150 per room Lessee agrees not to exceed this limit. _____

10. USE OF PREMISES

The Lessee agrees to use the property only for the stated purpose, comply with all local laws and ordinances, and maintain the premises in clean condition. Lessee is responsible for all guests and vendors. _____

11. DAMAGES AND LIABILITY

The Lessee agrees to pay for any damages beyond normal wear and tear. Damage charges exceeding the security deposit shall be billed to the Lessee and must be paid within 30 days. Lessee agrees to NOT use glitter or attach anything to walls. _____

12. CLEANING AND RESTORATION

Lessee must remove all personal items and trash by the end of the rental period. Lessee must return the premises in the same condition as received. _____

13. CANCELLATION POLICY

If Lessee cancels event for any reason less than 60 days prior to Event date, Lessee forfeits all fees and payments made. If Lessee cancels event 60 days or more prior to Event date, Lessee will receive a full refund of charges minus the non-refundable fee. If terms and conditions are not met to suitable standards, Lessee forfeits all fees and payments. If the venue is unable to host the event due to circumstances beyond its control (e.g., fire, natural disaster, power failure), the Lessee will receive a full refund. _____

14. ADDITIONAL TERMS AND CONDITIONS

SIGNATURES

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

Scottish Rite of Savannah (Lessor)

Signature: _____ Printed Name: _____ Date: _____

LESSEE (Renter)

Signature: _____ Printed Name: _____ Date: _____