

Bozeman Event Space at the Masonic Hall

PO Box 235
Bozeman, MT 59771

14 South Tracy
(406) 587-4322

Facility Use Agreement

Masons Hall is a premium venue for wedding receptions, fundraisers, dances, dinners and more! With a catering kitchen, elegant reception area, optional audio/visual equipment, tables and chairs, it has all you need in one fabulous location.

Rental Rates:

	Weekday (Monday - Friday@noon)		Weekend (Friday@noon - Sunday)	
	hourly, up to 6 hrs	daily, 7am-midnight	hourly, up to 6 hrs	daily, 7am-midnight
Main Ballroom	\$90	\$900	\$125	\$1250
Library/Conference	\$40	\$400	\$55	\$550
Commercial Kitchen	\$40	\$400	\$55	\$550
West Ballroom/Meeting	\$45	\$450	\$60	\$600
North Ballroom/Media	\$35	\$350	\$45	\$450
Training/Meeting	\$35	\$350	\$45	\$450

Non-profit (501(c)(3)), public education, or outside Masonic groups may inquire for rate discounts.

Amenities Included in the Rental Rate:

Tables: 24- 5' round (seats 6-8) Chairs: 180 padded interlocking Catering kitchen:
 20- 8' banquet (seats 8-12) 50+ metal folding 2 ovens, comm'l refrigerator

Additional Equipment and Services (per day):

Coffee/Tea (45 cups): \$30 Water&Ice: \$10 Linen Tablecloth (ea): \$5 Podium, projector, and mic: \$25

Set-Up:

Please specify how you would like the space set up and/or provide a diagram. Our facilities manager will coordinate with you on the best layout for your event. Tables and chairs can be set up for your event, with additional set-up fees applied as follows:

1-20 people: included 21-50: \$20 51-100 : \$50 101-150 : \$75 151-200 : \$100

Ballroom Capacity:

Table seating: 150+ Stadium or standing: 160 main ballroom only , 200+ ballroom and adjoining

Other Dimensions:

Main Ballroom - 31'x51' (~1580sf) Library - 22'x32' (~704sf) North / Media - 21'x44' (~924sf)
 West Ballroom - 31'x37' (~1147sf) Kitchen - 12'x20' Front Training - 18'x35' (~629sf)

Facility Personnel:

A facility representative will be present at both check-in and check-out and will be on-call to answer questions and assist as necessary. Events with more than 100 attendees and hosting alcohol will require dedicated security staff approved by BES.

Facility Hours:

7:00 am until midnight. Event area must be cleaned and vacated by check out time, unless prior arrangements are defined.

Person/Company Requesting Use:

Name: _____
 Address: _____

 Day Phone: _____ Cell Phone: _____
 Email Address: _____

Type of Rental:

Meeting: Reception: Number of People:
 Banquet: Wedding:
 Conference: Other: _____

We will will not be hosting/supplying alcohol. See attached alcohol policy.

Area(s) to be Used:

Main Ballroom Library / Conference (with Masonic Organization approval)
 West Ballroom Front Training Main Lodge Room
 North Dining Kitchen Small Lodge Room

Special Equipment Needed: _____

Date(s) of Use	Day of Week	Check-in Time	Check-out Time

Facility Rules and Regulations

Parking:

The Masonic Temple has no designated parking. There is limited street parking (limited to 2 hours between 7am and 6pm). The city parking garage is one block to the north of the building. Parking in the lots belonging to other downtown businesses is not permitted.

Advertising/Endorsement:

Agreement for use of the facility shall not be construed as an endorsement or approval of the **lessee** activity, group or organization nor the purpose it represents. Prior permission for advertising use of any facility likeness, name, logo or trademark must be given in writing.

Decorations:

Decorations must not mar any surfaces. No adhesive other than painters tape or Command® strips/hooks. **NO DUCT TAPE ALLOWED**

Noise:

There must be no excessive noise, music or music sound checks until after 6:00 pm. After 10:00 pm, per city code, no unreasonable noise may be heard outside the building, so windows and doors must be closed to prevent any disturbance.

Supervision:

The **lessee** must provide sufficient supervision for security of personal property and enforcement of the facility rules and regulations. The **lessee** must have a responsible adult in the building whenever the building is open.

Name and Phone Numbers of Supervising Adults:

Group Conduct and Facility Care:

At all times, orderly conduct shall be required of the **lessee** and the participants in the scheduled event. The **lessee** and the participants shall confine themselves and their activities to the areas specified in the contract. The areas used shall be left in a clean and orderly condition. The use of tobacco products is not permitted on the premises nor within 20 feet outside of any entryway.

Kitchen Use:

All persons using the kitchen facility must comply with the posted regulations regarding food safety and the use of the equipment, and **lessee** will be responsible for any damages caused by misuse or improper handling.

Cleaning:

A base cleaning fee will be charged for each event. A damage and security deposit will be held, and if additional cleaning is required upon check-out the additional cleaning costs will be deducted from the deposit and/or billed to **lessee**. All garbage must be taken to the dumpster. All food must be removed from the refrigerators. Clean floors, tables, chairs and equipment as needed, including spills and stains. Turn off lights. Please recycle any aluminum, cardboard, and plastic by placing it in the recycling containers.

The undersigned Lessee Authorized Representative agrees to the following conditions:

- 1) The **Lessee** agrees to abide by the aforementioned Rules and Regulations.
- 2) The **Lessee** shall rent the above described facility at the agreed upon date(s) and time(s) for the described function.
- 3) The **Lessee** agrees to pay actual fees and costs, which are estimated as follows for the use of the facility. The actual fees and cost will be determined and calculated after the use of the facility is concluded.

Rental Fees	\$
Additional Charges:	\$
Cleaning Fees	\$
Set Up Fees	\$
Damage/Security Deposit	\$
Total Estimated Fees and Costs	\$
	\$

- 4) The **Lessee** shall deposit the sum of _____ in verified funds to hold the event reservation once approved. The remaining balance of estimate is due on or before event check-in.
- 5) The **Lessee** shall provide a Certificate of Insurance, to the **Lessor**, with coverage for Bodily Injury and Property Damage, including coverage for Ongoing Operations and Completed Operations, and with a minimum Limit of Liability of \$1,000,000.00 per occurrence, \$2,000,000 aggregate. Masonic Temple Incorporated and Bozeman Event Space LLC will be named and listed as an Additional Insured.
- 6) To the fullest extent of the law, the **Lessee** agrees to indemnify and save harmless Masonic Temple, Inc., Bozeman Event Space LLC, their several agents and employees, from all claims, suits, actions of any nature and description for or on account of any injury, damage or liability to persons or property arising from the rental or use of these facilities.
- 7) The **Lessor** reserves the right to cancel this Facility Use Agreement in the event of unforeseen circumstances, at **Lessor's** sole discretion.

Lessee, Authorized Representative

Date

Lessor, Bozeman Event Space LLC Representative

Date