



Application for Building or Facilities Rental

Mokanna Lodge No. 329 F.&A.M.

4925 Clarcona-Ocoee Road

Orlando, Fl. 32810

Mokanna Lodge No. 329 F.&A.M. agrees to make available the following:

Dining Room Dining Room & Kitchen Lodge Room McNary Park

WITH:

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Secondary Contact: _____ Phone: _____

E-mail: _____

=====EVENT INFORMATION=====

Date: _____ **Rental Rate: \$** _____

Kitchen Fee: \$ _____ **TOTAL: \$** _____

Hours: From: _____ To: _____

Event description (birthday, wedding, etc.): _____

Estimated number of guests: _____

Additional notes (additional access needed, special setup, etc.): _____



MOKANNA LODGE No. 329 F.&A.M.
Rental Agreement Application and Regulations

RENTAL FEES: The rental fee shall be for the sum of \$ _____, and includes Florida sales tax.

RESERVATION DEPOSIT: A Reservation Deposit in the amount of **50% of the Rental Rate** will be required and accompany the Rental Agreement Application submitted to the Mokanna Lodge Rental Committee. This application must be signed by both parties and submitted for approval at least 30 days prior to the rental date. The balance of the rental fee will be due 10 days prior to the event. Must be a money order or cashier's check. No exceptions.

The Reservation Deposit is refundable if notice of cancellation is given in writing no less than 30 days prior to the scheduled event. In the event that Mokanna Lodge is not available due to an act of God or other casualty or scheduling conflict, the Reservation Deposit and the Damage Deposit will be refunded in full.

DAMAGE DEPOSIT: An additional refundable Damage Deposit in the amount of **\$300.00** is required (separate money order or cashier's check) for all rentals and is not included as part of the Reservation Deposit. The Damage Deposit is due 10 days prior to the rental date. This deposit will be refunded upon the completion of the Rental Checklist, finding that no damage has been done to the building or loss to any of its contents or property during said event. In the event of a cancellation, the Damage Deposit will be refunded.

To the extent required, the Damage Deposit shall be used to repair any damage or pay for any loss. Any damage or loss occurring in excess of the deposit shall be paid to Mokanna Lodge No. 329 immediately upon demand. This may include the cost of time spent by any member or contractor and to include any and all materials used, necessary to affect the clean up or repair of the premises. Persons signing this agreement agree to make immediate settlement for any such losses or damages. The full extent of the law will be used by Mokanna Lodge if payments are not made in full.

ATTENDANT FEES: An additional fee of **\$10.00 per hour** (including any portion thereof) shall be paid, in cash, directly to the Mokanna Lodge Representative at the conclusion of the event. This representative will be on site acting as the representative of Mokanna Lodge throughout the event and all situations and issues will be directed through him. The fee to the attendant is subject to a minimum of four hours.

KITCHEN FEE: An additional fee of **\$50.00** is charged for the use of the kitchen. This includes use of the range top, flat griddle with two ovens as well as various items such as coffee urns, chafing dishes and serving ware. Heating elements for the chafing dishes are not provided.



OVERAGE: If for some reason you go over your contracted time, a charge of \$50 for every 15 minutes you are over will be assessed.

UNPAID FEES/CHARGES: Any fees or charges not paid at the end of the rental will be deducted from the Damage Deposit.

INSURANCE: The Renter will be responsible for providing insurance coverage for the duration of the event to include liability and personal injury coverage in the amount of no less than \$1 million dollars per incident. Proof of insurance must be provided to Mokanna Lodge at least 10 days in advance of the event.

INDEMNIFICATION: Renter agrees that it shall indemnify, defend and hold harmless Mokanna Lodge No. 329 and its employees, officers, members, trustees, Director and the Most Worshipful Grand Lodge of Free & Accepted Masons of Florida from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of or in connection with damage to property or injury to persons (including death) which arise out of Renter's use of the Facility, including any acts or omissions of Renter, its agents, contractors, employees, invitees, servants or subcontractors. Renter shall provide Mokanna Lodge No. 329 immediate notice of any injury or damage to persons or property in, to or around the Facility of which it is aware.

ENFORCEMENT: Renter shall be responsible for all costs, expenses and reasonable attorneys' fees incurred by Mokanna Lodge No. 329 in enforcing this Agreement in the event Mokanna Lodge No. 329 prevails in any such enforcement.

NO SUBLEASING: The Renter agrees that they are the only entity renting the facility and will not sublease any portion thereof or their full rental time to another party. If subleasing occurs, the Renter shall forfeit all deposits and may be subject to additional claims for damages.

OTHER:

- All deposits and rental fees paid to Mokanna Lodge will be in the form of a **money order or cashier's check** and made payable to **Mokanna Lodge No. 329 F.&A.M.**
- The fees are based on rental for a single event for a single day. The Lodge is available from 7:00am and closed by 1:00am. The rental time will include all time required for set up, preparation, clean up after the event and vacating the property. Rates are based upon the time requested, typically full or half day.
- The above rental time means that all music and activity will cease by 12:00 midnight, allowing one hour for cleanup.
- The Lodge Room may not be used except for Divine or Memorial Services, or other use explicitly agreed to and noted in writing upon the signing of this agreement.
- Special negotiations may apply for the use of the entire building or for extended periods of time.
- The use of the facilities by continuous use groups may require special arrangements with the Mokanna Lodge Rental Committee and approval by the membership.
- Refund of the Damage Deposit will be determined by the completion of the Rental Checklist. This Checklist will be completed by the Renter and Lodge Attendant immediately before and after the use of the facility.



RIGHT OF ENTRY: Mokanna Lodge No. 329, and those persons authorized by it, shall have the right to enter the Facility at any time, for any reasonable purpose, as well as at any time in the event of emergency involving possible injury to property or persons in or around the Facility.

RULES AND REGULATIONS: The following rules and regulations are to be strictly adhered to by the Renter and will be enforced by the Mokanna Lodge Attendant. Any violation thereof may result in the immediate expulsion of the renter and all guests from Mokanna Lodge property and revocation of any refunds and or all fees or deposits.

Actions Causing Immediate Expulsion:

- Damage to equipment, building or property.
- Failure to vacate the building at the time scheduled.
- Use of unauthorized rooms or space in the Lodge.
- Misrepresentation of your organization or the type of activity.
- Allowance of Any Prohibited Activities.

Prohibited Activities and Actions:

- **The serving, use, consumption, possession or sale of any form of alcoholic beverage or any illegal or controlled substance, is absolutely forbidden on Mokanna Lodge property.**
- **Gambling and/or games of chance are absolutely forbidden on Mokanna Lodge property.**
- The use of rice and/or birdseed within the building is prohibited, however it is allowed outside the building. All remnants of such materials will be swept free from all concrete sidewalks, porticos and driveways at the entrance of the building.
- Excessive noise or disturbances shall not be permitted and are the responsibility of the Renter to conform to.
- No weapons, firearms, fireworks or explosives are allowed on the property.
- The use of profanity, obscene language or vulgar acts is prohibited.
- Smoking is not allowed anywhere inside the building. All remnants of smoking outside the building must be removed as part of the post-event cleanup.

Facility Care

The Renter is responsible for the following care of the Lodge facilities:

- Clearing the tables including renter's tablecloths.
- Sweeping the floor and damp mop or vacuum when and where necessary.
- Placing all trash in lined garbage containers provided by Lodge.
- Removal of all trash and placed into the dumpster located outside of the facility.
- Clean up all spills from floors, counters and tables.
- Removal, without damage to facilities, all decorations, plants, etc., not on site prior to your arrival
- No grease is to be poured in sink drains. Grease is to be poured into receptacles and deposited into the dumpster.
- Kitchen work tops and appliances are to be cleaned.



Mokanna Lodge Secretary Rental Tracking Sheet

Renter: _____

Event Date: _____

Total Rental Fee: \$ _____

Reservation Deposit: \$ _____ / _____
(50% of Rental Fee) Received by name Date

Balance Due: \$ _____ Due Date: _____
(Due 10 days prior to event)

Balance Received: \$ _____ / _____
Received by name Date

Damage Deposit Rec'd: \$ _____ / _____
(\$300.00...Due 10 days prior to event) Received by name Date

Proof of insurance policy for personal and liability coverage in the amount of no less than \$1 million dollars per incident due 10 days prior to event:

Company: _____

Policy Number: _____ Amount of Coverage: \$ _____

_____ / _____ Copy of policy made for file: Yes or No
Received by name Date

Damage Deposit Returned To: _____

By: _____

Date: _____



Mokanna Lodge No. 329 F.&A.M.
Rental Checklist

KITCHEN:

IN OUT

- ___/___ Microwave: Clean and in operational condition.
- ___/___ Sinks and counter tops clean and free from debris and stains. Doors and drawers in operable condition, laminate not damaged or chipped. No water damage.
- ___/___ Floor is swept clean and damp mopped.
- ___/___ Appliances are cleaned and free of any grease or cooking residue.
- ___/___ Utensils, pots and pans, silverware and all dishware and serveware washed clean.

RESTROOMS:

IN OUT

- ___/___ Commodes/urinals in clean condition, bowls not plugged or backed up, porcelain not cracked or broken.
- ___/___ Toilet partitions and doors clean and in working condition, free from damage.
- ___/___ Toilet paper holders & soap dispensers undamaged.
- ___/___ Sinks, vanities & mirrors clean and undamaged.
- ___/___ Floors cleaned.
- ___/___ Water turned off and no standing water or leaks.

DINING ROOM:

IN OUT

- ___/___ Folding tables and chairs clean, undamaged and extra chairs returned to proper storage area.
- ___/___ All doors closed and locked and in operable condition, undamaged.
- ___/___ Entrance area furniture and floor are clean and free of stains, rips or other damage.
- ___/___ Tile floor swept and mopped, carpet vacuumed.
- ___/___ Fans are undamaged and in operable condition.
- ___/___ All lights and AC (or heat) are turned off in entire building.
- ___/___ All walls free of damage or defacing.



Mokanna Lodge No. 329 F.&A.M.
Rental Checklist (continued)

OUTSIDE GROUNDS AND PARKING AREA:

IN OUT

___/___ Exterior area around the building and parking lots to be free of paper cups, glass or plastic bottles, broken glass or cans and other garbage or party debris.

___/___ No damage incurred to landscape areas.

___/___ Vehicles are to be parked in parking lot or designated areas only.

___/___ All fences and gates secured and locked.

XX/___ All trash removed from the building and placed inside of the dumpster.

Building Usage Log:

Time Arrived _____

Time Departed _____

Total Activity Time _____

Attendant: _____

COMMENTS: