

Cinders Productions
Masonic Center
428 N Main Street
Fort Bragg, CA 95437
(707) 357-1889

Masonic Center Rental Agreement

Name (Organization or private individual) _____
Contact Person(s) _____ Home Phone _____ Cell _____
Mailing Address: _____
Type/Name of Event: _____ Date of Event _____ Time of Event _____
Number of guests expected to attend event _____ (Max 450 Persons on premises at all times)

Weekend Rental

Friday 9:00 AM through Sunday 12 Noon

\$ _____ Rental Rate

\$ _____ Security/Cleaning Deposit
(Refundable)

Day Use

Monday-Thursday

\$ 150.00 Rental Rate

\$ 150.00 Security/Cleaning Deposit
(Refundable)

Other

\$ _____ Rental Rate

\$ _____ Security/Cleaning Deposit
(Refundable)

All rates are SUBJECT TO CHANGE until this contract is signed and deposit received.

It is the renter's a responsibility to understand the terms of this agreement, and if necessary, to bring an interpreter. Renter will initial every section, indicating they understand all terms.

Security and cleaning deposit is required for **all** rentals, for **each** event. When the Hall is vacated on time, and in satisfactory condition as outlined in guidelines, all or part of the security and cleaning deposit can be refunded in a timely manner as the situation dictates. _____ initial

A Hall Rental deposit of \$150 is due at the signing of the rental agreement and full payment of Rental and security deposit fee's will be paid 30 day's prior the event. _____ initial

Cancellations must be made at least 21 days in advance of event for rental deposit of \$150 to be refunded. Any cancellation made 20 days or less prior to the event, will forfeit the rental deposit of \$150. In any case of cancellation, depending on condition of the hall, the security and cleaning deposit will be refunded in a timely manner as situation dictates. _____ initial

Insurance: Renter will provide event insurance in the amount of \$1,000,000 naming Cinders Productions, Mendocino Coast Property Management, Fort Bragg Masonic Building Association as additional insureds, Renter will hold Cinders Productions, Mendocino Coast Property Management, Fort Bragg Masonic Building Association, and its members, individually or collectively, harmless from all liability from renter's use of the premises. _____ initial

Will **alcohol**, (wine, beer, hard liquor, etc.) going to be served at this event? Yes No _____ initial

Will **alcohol**, (wine, beer, hard liquor, etc.) going to be **sold** at this event? Yes No _____ initial

An ABC liquor license is required for all 501(c)3 non-profit organization fundraisers. All rules as set out in the ABC guidelines shall be strictly followed. It is the renter's responsibility to get their ABC license and Fort Bragg Police Department clearance. Renter shall supply a copy of the approved ABC license, and display said license during the event. _____ initial

Event Time limits: Fort Bragg ordinances shall be adhered to at all times. 10 PM is the curfew time for loud noises, or music. Event must be over at 12 midnight and premises vacated by 2 AM. If the police are called for any reason, the party and/or event is over. All monies paid, rent, security and cleaning deposit, etc. will be forfeited entirely and not refunded. Any damage occurring to rental property will be paid for by the renter, as assessed by the Fort Bragg Lions. Please be considerate of our neighbors. _____ initial

Hall and all premises must be cleaned and ready for inspection by the agreed event end time. All keys must be turned in at that time. If premises are not satisfactorily cleaned, an additional fee of \$35 per hour for any and all clean-up will be charged. Renters must remove any and all garbage from premises. _____ initial

Any and all food must be removed from all refrigerators at the time of vacating the hall. There will be an additional charge if food is left in the refrigerator that needs to be thrown away. _____ initial

I understand and accept the terms of this agreement and the guidelines.

_____ date: _____

Renter Signature
Renter name printed _____

_____ date: _____

Center Manager Signature
Cindy Lemas, Cinders Productions

Amount of rental deposit \$ _____ Amount of security and cleaning deposit \$ _____ date _____