

# VIRGINIA CITY ELKS LODGE #390

## BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS

### EVENT AGREEMENT

\*\*It is understood that this form constitutes a binding and contractual agreement for the utilization of The Virginia City Elks Lodge #390 dependent on the specified conditions as applicable.\*\*

Type of Function: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Name of Group or Individuals: \_\_\_\_\_ Entertainment: \_\_\_\_\_

#### Event Donation for Lodge:

Event Insurance (Required)-----	\$165	<u>  X  </u>	\$165
Grand Ballroom and Lounge (Downstairs)-----	\$350	_____	_____
Dining Room and Lounge (Upstairs)-----	\$350	_____	_____
Kitchen Facilities ONLY-----	\$150	_____	_____
Table Coverings (\$20/roll)-----	\$20	_____	_____
Downstairs Cleaning Fee (Refundable)-----	\$175	_____	_____
Upstairs Cleaning Fee (Refundable)-----	\$175	_____	_____
Kitchen Facilities Cleaning Fee (Refundable)-----	\$175	_____	_____
		Room	
		Total:	_____
Open Bar amount: Must be determined and paid for prior to the event:-----			_____
	TOTAL DONATION:		_____

\*\*\*Contract Requirements: When the contract is signed and returned the requested date is reserved. All rental fees and deposits are due at that time. The deposits will not be refundable unless cancellation, in writing, is received 30 days prior to the date of the contracted function.

\*\*\*Bar and Lounge Policies: The Elks Lodge will provide the bar and amenities for all functions. All Beverages will be provided by the Lodge. **NO OUTSIDE BEVERAGES ALLOWED.** Special orders may be made for wine, beer, special liquors, champagne and pop. No Kegs can be ordered or brought in. All special orders must be given, in writing, to the management no later than 15 days prior to the event. The ELKS will provide staff for the Bar at no cost. If you choose to purchase beverages for your guests, this amount must be paid in advance of the event. The Elks Lodge according to law is not allowed to serve those underage. **The Elks Lodge is a non-smoking facility.**

\*\*\*\*A Cleaning Deposit of \$175.00 per section is refunded for cleaning after your event. (Subject to Management Approval) When the event is concluded and the Lodge has been restored to the satisfaction of the Manager, cleaning deposits will be refunded. Each portion of the Lodge rented and used needs to be cleaned to have the deposits returned. Please see attached cleaning check lists. The Manager must approve any decorating. **NO NAILS** in the walls or posts and no tape on the light fixtures. Please use painters masking tape as it is easily removed. All decorations should be removed after the event unless you wish to donate them to the Lodge or receive approval to leave them from the Manager.

\*\*\*To guarantee the reservation, The Event Agreement must be signed and received, WITH THE REQUIRED DONATION FEES, 30 days prior to the event, or as soon as possible if reserving closer to the date.

Contracting Party: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Hosting BPOE MEMBER: \_\_\_\_\_ Lodge Manager: \_\_\_\_\_

Please Return to & Make checks to BPOE #390, PO Box 147, Virginia City, Montana 59755

Thank you for choosing the Historical Oro Y Plata Elks Lodge for your Special Event.