

Meriden Masonic Temple Foundation  
112 East Main Street Meriden, Ct. 06450  
W: (203)-634 9887 (Leave Message)  
Email: [masonicbanquetcenter@gmail.com](mailto:masonicbanquetcenter@gmail.com)

### General Member/ Public Rental Agreement

Contact Persons/Business: \_\_\_\_\_

Date of Rentals \_\_\_\_\_ Times \_\_\_ / \_\_\_ Am/ Pm (Consisting of 4 Hour Blocks)

Company/Home Address \_\_\_\_\_ Phone # \_\_\_\_\_

City/Town: \_\_\_\_\_ Valid Ct. Drivers License # \_\_\_\_\_

Type of Event: \_\_\_\_\_ # Of guests: \_\_\_\_\_ Time in \_\_\_\_\_ Time out: \_\_\_\_\_

Liability/Health form required: \_\_\_\_\_ Vendor Agreement: \_\_\_\_\_

### Area to be Reserved

Downstairs \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_  
(Upstairs reserved for Members only)

### Rental Fees and Charges

Downstairs Rental Fees: \$500.00 (Per 4 hour Block) Additions Hours \$50.00 per Hour

#### Additions Fees:

\* Security Required \$10.00 Dollars per Hour.

\*Use of Kitchen, Stove, Dishwasher, Refrigerator, Air Conditioning or Stage  
(Additional \$50.00 will apply)

\*Deposit Fees 50% at signing Required ----- No Expectations Allowed

\*Balance due Two weeks prior to Event ----- No Expectations Allowed

\*A deposit (50 percent) is required to confirm and hold your event Date.

\*In the event of a cancellation it MUST be 3 weeks prior to event date if not,  
(forfeiture) of deposit WILL occur as agreed)

**Specific Rules Pertaining to Above Said Agreements**  
**IT IS FURTHER AGREED that the following are binding upon said Lessee**

1. \_\_\_ At least one member of MMTF shall be present on the premises at all time to act as security or maintenance at a rate of \$10.00 Dollars per Hour.
2. \_\_\_ The Lessee shall be responsible for ANY and ALL damage to the building, its equipment and furnishings or grounds. I agree to assume responsibility in Full for and pay for any and all damage during the time of, or resulting from my rental. Payment for any and all damages or loss to the building, contents, equipment or property of MMTF will be due upon receipts of invoice. Payment is not made; Renter agrees to cover ALL costs of collection including attorney's fees.
3. \_\_\_ It is agreed that in renting the MMTF hall, I agree to accept FULL responsibility for the conduct of MY guests, while in the MMTF hall, or any property belonging to MMTF 112 East Main street Meriden, Ct. 06450.
4. \_\_\_ It is agreed that in renting the MMTF hall, I accept FULL responsibility for the Set-up of the hall, Garbage, and trash on completion of the event.  
(Nothing to be left inside overnight)
5. \_\_\_ It is agreed that the MMTF assumes no liability for any lost articles.
6. \_\_\_ The MMTF assumes no liability for the contents of, or damage to any vehicle while parked on MMTF property.
7. \_\_\_ **AT NO TIME, ARE DRINKS OF ANY KIND ALLOWED OUT OF THE HALL DURING THE TIME OF RENTAL!!!!**
8. \_\_\_ **PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN, AT NO TIME ARE THEY ALLOWED IN THE PARKING LOT, PLAY IN THE BATHROOM, HALLWAY OR ANY OTHE PART OF THE BUILDING.**
9. \_\_\_ Strippers, Gambling, Stags, Keg beer and HARD ALCOHOL will not be permitted.
10. \_\_\_ Live or recorded music **MUST** be at any acceptable level as determined by the city of Meriden, Ct.
11. \_\_\_ It is agreed that the MMTF afternoon functions **MUST be vacated by 5:00pm** and evening functions **Hall MUST be vacated by 12:00pm (Mid-night).**
12. \_\_\_ If cancellation occurs within three weeks prior to the event of the deposit will be at the discretion of the House Committee.
13. \_\_\_ Members renting the hall must be present (**Throughout**) the event and will be responsible for governing **All** of the above rules.

14. \_\_\_ Violation of any of the above rules will result in loss of deposit.

15. \_\_\_ It is agreed that within two weeks prior to rental, that any and all money due will be paid in full. Due date for BALANCE: \_\_\_ \$ \_\_\_ Ck # \_\_\_ Cash \_\_\_

16. \_\_\_ After the event an inspection by a MMTF member of any rule violations that may have occurred will be dully noted below.

Notes by MMTF member; \_\_\_\_\_  
\_\_\_\_\_

18. \_\_\_ The lessee agrees that he/she not do or suffer to be done in or upon the said premises any act or thing which shall or may be a nuisance, inconvenience or damage to the lessor, or to the occupants of the adjoining homes or the neighborhood.

I \_\_\_\_\_ have read and understand all terms, conditions and regulations herein, provided by MMTF, I hereby agree and will comply with all above said agreement.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized MMTF Signature: \_\_\_\_\_

Date of Rentals \_\_\_\_\_ Times \_\_\_ / \_\_\_ Am/ Pm (Consisting of 4 Hour Blocks)

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City/Town: \_\_\_\_\_ Valid Ct. Drivers License # \_\_\_\_\_

Type of Event: \_\_\_\_\_ # Of guests: \_\_\_\_\_ Time in \_\_\_ Time out: \_\_\_\_\_

Liability Insurance form (Required): \_\_\_\_\_ Vendor Agreement \_\_\_\_\_

Payment due at signing: \$ \_\_\_\_\_ Ck # \_\_\_\_\_ Cash # \_\_\_\_\_

Hall Rental: \_\_\_\_\_

Clean Up Fee: \_\_\_\_\_

Security: \_\_\_\_\_

Total Due: \_\_\_\_\_

(Copies to both parties at signing)

I declare I have signed and received a copy of rental agreement & rules, regulations and guidelines. Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MMTF Rental Hall Rules, Regulations and Guidelines**

Non-refundable deposit is due at signing of contract by cash, credit, or check.

Balance is DUE Two weeks prior to event by cash, or credit, or check.

No Stag Parties (No Exceptions)

No animals/pets.

No open flame decorations (all candles must be floating candles, or enclosed, ie, hurricane globe holders etc ...)

No Smoking inside the building.

No outside alcohol!!! (NO EXPECTATIONS)

All beverages MUST be consumed inside the facility.

All health forms presented NO LATER then two weeks prior to event or contact will be terminated.

For all rentals Proof of Insurance MUST be received NO LATER then 1 week prior to event date. (Coverage from your homeowners/renters insurance policy)

All rentals are for 4 hour blocks of time; additional time will be billed at \$50.00 per hour plus \$10.00 per hour for security person during the event.

If the kitchen is used, all floors MUST be mopped and garbage must be emptied to outside container. (Before you leave at end of event)

There is NO hanging, taping, pinning, gluing, etc to the walls, ceiling, doors or windows allowed.

Use of stage by permission only.

Any member renting this facility at the member rates MUST be up to date with their Blue Lodge dues card.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MMTF Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Type of Event: \_\_\_\_\_