

**Fort Bragg-Mendocino Lions Club**  
430 E. Redwood Ave ~ P.O. Box 1547 ~ Fort Bragg, CA 95437  
Hall Manger: Lion Cindy Lemas 707-961-1727

## Fort Bragg-Mendocino Lions Hall Rental Agreement

Name (Organization or private individual) \_\_\_\_\_  
Contact Person(s) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Type/Name of Event:** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_  
(Max 150 Persons on premises at all times)

Weekend Rental	Day Use	Other
Friday 9:00 AM through Sunday 12 Noon	Monday-Thursday	_____
\$ _____ Rental Rate	\$ 300.00 Rental Rate	\$ _____ Rental Rate
\$ _____ Security/Cleaning Deposit (Refundable)	\$ 300.00 Security/Cleaning Deposit (Refundable)	\$ _____ 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** are required for **all** rentals, for **each** event. When the Hall is vacated on time, and in satisfactory condition determined by the Hall Manager, the full amount or part of the security and cleaning deposit will be refunded by the Treasurer and the check mailed within 10 business days, after the event date.

**Any use of pins, tape or staples, chewing gum, scratches on walls and floors is automatic non refund of full cleaning deposit, along with additional charges for repairs. ABSOLUTELY NO LOOSE AND FINE GLITTER** \_\_\_\_\_ initial

The full deposit of \$ \_\_\_\_\_ is required at the signing of the contract in order to hold your dates. The rental fee of \$ \_\_\_\_\_ is and must be paid, in full, at least 30 days before your event. Cancellations will receive a full refund if notified before 21 days of event. If cancelled after 21 days before event, \$100 will be subtracted for each week after the 21 days. The same applies if cancelation is due to COVID outbreak.


\_\_\_\_\_ initial


Will **alcohol** be served at this event? Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ initial  
Will **alcohol** be **sold** at this event? Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ initial  
initial

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

**RENTAL AGREEMENT PAGE TWO**

**NOTE:** From the last Sunday of November through on or about January 3 of each year, the Lions decorate the hall for the Christmas holiday season. These decorations cannot be removed, altered, or damaged during this time. There is no additional fee for the use of our decorations. \_\_\_\_\_ 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. Please be considerate of our neighbors.** \_\_\_\_\_ initial

 **Hall and all premises must be cleaned and ready for inspection by the agreed event end time.** Please leave key in the lock box provided at front door. If premises are not satisfactorily clean, a fee of \$50 dollars an hour for cleaning will be charged. **If banquet floors are not cleaned according to clear, WRITTEN instructions (in renters binder and posted on broom closet door) there is an automatic charge of \$120 – plus an additional \$50 per hour if in really bad shape.** Renters are responsible for removing all food items, garbage and recycling. **GARBAGE CANNOT BE PUT IN CANS OUTSIDE. RENTER MUST TAKE ALL GARBAGE WITH THEM.** If any garbage is left, a \$40 per bag will be charged. **Any damage occurring to rental property will be paid for by the renter, as assessed by the Fort Bragg Lions.** If the hall is found to need damage repair, an itemized list of costs for such will be sent, payment for cleaning and/or repairs will be subtracted from deposit. If damage is greater than the deposit, a bill to you will be submitted and payment for these repairs will be required at the time of our billing. \_\_\_\_\_ initial

All items in the kitchen items shall not be removed. If any items are found to be missing, or damaged, the cost of replacement or repairs will be subtracted from the deposit. Small refrigerator must be unplugged before renter leaves. \_\_\_\_\_ initial

**Renter will abide by, and ensure their guests and contractors abide by the prevailing State or local laws, guidelines, health orders or provisions. Renter will take full responsibility for any outbreak of COVID, due to their event.**

\_\_\_\_\_ initial

**Renter agrees to hold Fort Bragg-Mendocino Lions club, its members, individually or collectively, harmless from all liability from the renters' use of the facility, to include and not be limited to a COVID or pandemic outbreak.**

\_\_\_\_\_ initial

Renter: \_\_\_\_\_ date \_\_\_\_\_

Manager: \_\_\_\_\_ date \_\_\_\_\_

Cleaning deposit received date \_\_\_\_\_ cash – Credit or check  
Rental amount received date \_\_\_\_\_ cash - Credit or check

Office use: Cleaning deposit return Amount: _____ Explanation if not full amount:
---