

Personal Use of the Hall by Members in Good Standing

All members in good standing (as defined by the by-laws of the appropriate lodge) are entitled to one free use of the Hall per year for a personal Event

Personal Events are defined as birthdays, anniversaries, graduations, etc. – these are Events that are self-run and do not require the services of the Hall contractors (Operations Manager, Assistant Manager, On Site Assistants, etc.)

Members wishing to use the Hall for an approved personal Event should first check the Lodge calendar to see if the Lodge is available. <http://rentdavislodge.com/calendar.html>

Members are generally not allowed to use the Hall on a Friday night or Saturday unless the request is made within seven days of the Event and the Hall is available. Open dates are not a guarantee of availability. Requests will be considered on a first come, first served basis.

Members requesting this annual one-time use of the Hall must complete the regular rental form (page three thru page nine of this document).

The Member Rental Addendum referred to on the Rental Application must also be completed (page ten and eleven of this document).

Once the Rental Application has been completed the member will need to set up a booking appointment with the Operations Manager to discuss the booking. To set up this appointment the member can either call the Lodge at 530-758-4940 or send an email to dody@rentdavislodge.com.

A reservation is not considered complete and will not be held on the calendar until the Rental Application has been approved by the Operations Manager and the Hall Board.

In the event that a member contracts with the Operations Manager to have a Bar at their Event, the member must first complete the Bar Request form (page twelve of this document). The alcohol to be used for the Bar must be approved by the Operations Manager. All proceeds from the Bar will be retained by the Hall. This will be discussed at the booking appointment.

If the member wishes to use the kitchen for their personal Event, a fee of \$50 will be charged to pay an OSA to return the kitchen to the condition required in order to be ready for the next user. This fee will be waived if a Hall approved Caterer is used for the Event. This will be discussed at the booking appointment.

In the event that a member contracts with the Operations Manager to use Hall equipment at their Event, the member must first complete the Hall Equipment Request form (page thirteen of this document). The use of any and all equipment to be used by

the member must be approved by the Operations Manager. This will be discussed at the booking appointment.

Members will not be charged a booking fee, but they will be required to pay the standard deposit for this one time, free use of the lodge. At the end of the Event, if the Hall is not returned to the condition it was found in (ie, rental ready), an On Site Assistant (OSA) will be hired to return the Hall to the proper condition. The cost of this OSA will be deducted from the security deposit. If the member wishes to hire an OSA for the Event, the member should state this on their application under #18, Special Instructions. If there is damage to the lodge or the equipment used during the Event, the member will be charged the cost of all repairs or replacement. These charges will be fully detailed and explained to the member prior to presentation of the bill for the cost of the repairs or replacement. The security deposit will be used to cover the expenses and if there is a remainder due, the member will be asked to pay this remainder within ten days of the presentation of the bill. If there are no expenses to be deducted from the deposit, the full deposit will be returned within ten days of the end of the Event. If expenses are going to be deducted and they are less than the security deposit, remaining funds will be returned within ten days of the presentation of the bill.



Admission Charged	Y / N	Served by Caterer	Y / N
Event Open to Public	Y / N	Use of Kitchen	Y / N
Food or Refreshments	Y / N	Security Guards (\$18 per hour)	Y / N Qty_____
Use of Hall Sound System (\$90)	Y / N	Bar Service	Y / N
Use of Hall HDMI System (\$90)	Y / N	Hosted or Non-Hosted	H / NH
Use of Hall Video System (\$30)	Y / N	Use of Dance Floor (\$150)	Y / N
Bar Snacks (\$25)	Y / N	Table Linens (\$8 each-white/colored)	Y / N
Infused Water (\$25)	Y / N	Plates and Silverware (\$2 per person)	Y / N
Coffee Service (\$40)	Y / N	Add gold chargers (\$0.50 per person)	Y / N

***No outside alcohol allowed**

Rental Rates

FREE SERVICES INCLUDE: Event Consultation, Basic Room Setup (the Hall's Tables and Chairs) and use of the Hall's WiFi (the "OddNet").

Hall Rental Rates: (Note: There is a three hour minimum for all rentals.)

Booking Fee: **\$ 75** per event and is Non-refundable.

Security Deposit: **\$300** which will be refunded 15 days after the event if there is no damage or additional cleaning required.

	6:00 AM to 6:00 PM	6:00 PM to 6:00 AM
Monday	Day Rate \$60 / Hour	Evening Rate \$80 / Hour
Tuesday		
Wednesday		
Thursday		\$100 / Hour
Friday		
Saturday	\$70 / Hour Subject to availability	
Sunday		

Commercial Grade Kitchen: Available for rental only with the rental of the Odd Fellows Hall. Kitchen use is for catered events only. Rental rates for commercial kitchen are: **\$40 / Hour**

Dance Floor: Available for rental only in conjunction with rental of the Odd Fellows Hall. **\$150 / Flat Rate**

A/V System: Available for rental only in conjunction with rental of the Odd Fellows Hall.

Suitable for Presentations, MCs, Event music, backing music and more...

Audio System, includes the following options: Computer/ iPod input, CD player & up to 2 corded and 2 cordless microphones. All for **\$90**

Add to it our...

Video System, includes the following options: Video projector with VGA and USB inputs, DVD player and an 85" portable screen. All for **\$30** (and may be rented without the Audio System)

HDMI Video System (lower hall only) includes the following options: HDMI Video projector with BluRay DVD Player, Internet access, and a 120" screen descending from the ceiling. All for **\$90** (and may be rented without the Audio System)



Rental Application and Agreement

13. Your event will not be confirmed until the following fees are submitted:

Booking Fee (non-refundable) \$ 75.00

Security deposit: \$ 300.00

Submit check in the sum of \$375 payable to “*Odd Fellows.*”

14. Rental Fees: \$ _____ Rental fees are due in full no less than 30 days before the Event date.

15. Additional time fees: \$ _____ per hour. Any additional time will be rounded up to the next full hour.

16. Refund Check Payable To: _____

17. Address to mail Refund Check: _____

18. **Special Instructions:** _____

Time is of the essence in this Rental Agreement. In the event of breach of this Rental Agreement and legal action is commenced, the prevailing party shall be entitled to recover reasonable attorneys’ fees and costs incurred.

This Application does not grant any rights to Applicant or authorize Applicant’s use of the Hall until approved by two representatives of the Lodge.

The attached Lodge Rules and Regulations are incorporated herein by this reference and made a part of this Rental Application and Agreement.

Renter represents and warrants that all of the information provided by Renter in this Application is true and correct, and has read, understands, and will comply with the Lodge Rules attached to this Application. If an organization, I am authorized to make this Application on behalf of the organization.

The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.

Name of Applicant

Director Signature

Organization

Hall Board Member Signature

Signature



Rental Application and Agreement

Lodge Rules and Regulations

General Information

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.
3. Applications and deposits for the Hall will only be accepted by the Lodge's agent, Dody Black, Operations Manager, at 415 2nd Street, Davis, CA; telephone (530)758-4940. This Application does not grant any rights to Applicant or authorize Applicant's use of the Hall until approved by two representatives of the Lodge. The Lodge reserves the right to refuse use of the Hall to any person or group.
4. A \$75.00 non-refundable Booking Fee is required with this Application. The Booking Fee is in addition to and separate from the Hall rental fees.
5. The Lodge is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the Lodge property.
6. Individuals or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold the Lodge harmless from all claims and damages arising from their use of the Hall.
7. The Applicant is certifying, on behalf of the organization applying to rent the facility that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to attendance at the function to be held in City facilities in accordance with Resolution No. 5259 and Ordinance No. 1359.
8. No animals, except service dogs, are allowed in the Hall facility.
9. No smoking or open flames are allowed in or around the Hall facility. State Law prohibits smoking within 20 feet of public entrances.
10. The Lodge reserves the right to require that security guards be present.
11. Applicant may not store items in the Hall prior to the event. Items left for more than 14 days after an event will be considered abandoned and shall become the sole property of the Lodge, which will be free to dispose of any such items as it sees fit.
12. On the date of the event, the Hall will be opened and closed by a representative of the Lodge. The Lodge representative shall have access to the facility at all times and shall not be excluded for any reason.
13. Posters and any publicity must be approved by the Lodge in advance. Unapproved publicity may be cause for cancellation.
14. The Lodge staff may photograph or videotape all attendees, including minor children and the Lodge may use such photographs or videotapes to promote Lodge programs. All photos and videotapes will remain the property of the Lodge.
15. The Lodge shall have the right to list on the Lodge website the name, event, city and state of residence (no personal street address) of you and/or your organization along with a short quote from you.



Rental Application and Agreement

Facility Information

1. The number of persons in the facility shall not exceed that number which is posted designating occupant load. Facility occupant levels are :[\(Lower hall capacity is 100 Banquet, 150 Theater & 200 Standing\)](#) [\(Upper hall capacity is 200 Banquet, 250 Theater & 250 Standing.\)](#)
2. There is a possibility of power outages during rental events. The Lodge is not responsible or liable for power outages.
3. The rental includes the facility and available equipment, but does not include the grounds or areas outside the facility (some equipment requires a fee). Equipment and fixtures in the Hall may not be removed or altered under any circumstance. No structural or electrical changes to the Hall may be made. Use of the Hall's podium is allowed only with the "Odd Fellows" signage attached.
4. The Hall's portable dance floor is the only dance floor allowed. (Only Lower Hall Applicable)
5. A facility rental will not be granted (and any rental agreement will be cancelled) under the following conditions:
 - a. Insufficient notice: When staff cannot be scheduled, when facilities cannot be prepared, or other conditions cannot be completed in the time between the date of the request and the date of the proposed Event.
 - b. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - c. Prior Circumstances: When Applicant has mistreated the facility or violated facility use policies during a prior event.
 - d. Failure to make rental payment within minimum times provided.
 - e. Incompatibility with another facility reservation.
6. Noise levels within the Hall must not violate applicable City ordinances.
7. Dance wax, cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed; if used, damage fees will be charged.
8. Table decorations and free-standing decorations are allowed. No decorations may be placed on the walls unless adhered with blue painters tape.
9. The Hall's on site parking is reserved for Odd Fellows and Tenants of the Lodge. Ample street parking is available and free after 6pm Monday through Saturday and all day Sundays and Holidays.

Cancellation Policy

1. If the reservation is canceled less than 30 days in advance of the event date, the entire rental fee will be forfeited. If no rental fee has been paid, the cancellation fee shall be the amount of the security deposit.
 - a. Recurring Rentals must provide 7 days advance notice of a cancellation or the rental fee will be forfeited.
2. Cancellation of your reservation by Lodge will occur if:
 - a. The application is found to contain false or misleading information.
 - b. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the Hall facility.
 - c. Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.



Rental Application and Agreement

- d. Failure to make rental payment within minimum times provided.
 - e. If Applicant defaults on or has not completed all conditions and requirements for use of the facility.
 - f. If the facility is needed for emergency use.
 - g. Circumstances arising from natural disasters, power outage, or other unusual situation.
 - h. Failure to obtain required permits.
3. The Lodge shall not be liable to Applicant for damages in excess of the Rental Amount for any cancellation or breach by the Lodge.

Fees

1. No later than 30 days before your event:
 - a. Rental fees and security deposits must be paid in full.
 - b. All permits, licenses and requests to have amplified sound must be submitted to the Lodge.
 - c. Plans for all decorations must be submitted to the Lodge and approved by this time.
 - d. If these requirements are not met at least 30 days before your event, the Lodge reserves the right to cancel reservations without refund of fees or deposits paid.
2. Arrangements for additional equipment must be made at least 30 days prior to the rental date. Additional equipment fees must be paid at least 30 days prior to the reservation date.
3. Changes in reservation times, or equipment needs must be submitted at least 30 days before event date. Upon a request for change to your reservation, you will be provided a quote for any additional fees. Once you accept these additional fees, any subsequent cancellation will be subject to our cancellation policy.
4. The event times indicated on this rental agreement are the arrival and departure time and should include all room setup, caterer setup, decoration, and cleanup time for the event. Applicants are expected to vacate the facility promptly by the time specified on the rental agreement. If Applicant stays longer than the time specified in this rental agreement, Applicant agrees to pay for the extra time at the rate set forth in this rental agreement. All time is rounded up to the nearest full hour.
5. Unexpended time is not refundable.

Permits

1. All necessary permits must be obtained at least 30 days prior to date of event.
2. When alcoholic beverages are being served, the Lodge reserves the right to require the user to have security guards present.
3. Any group charging a fee must obtain a permit or license from the Finance Department (telephone: (530)757-5651) located in City Hall, at least 30 days prior to the activity.
4. Selling of food items requires a permit by the Yolo County Environmental Health Department (telephone: (530)757-5540).



Rental Application and Agreement

Cleaning

1. At the discretion of facilities staff, facility users may be required to secure extra trash dumpsters for larger events. For example, an extra trash dumpster is required for crab feeds. Dumpsters may be rented from Davis Waste Removal (telephone: (530)756-4646) with 30 days notice.
2. Because people tend to "get out for air" during large gatherings and may leave debris behind, it is suggested that all applicants assign someone to check cleanup outside of the Lodge. A cleaning fee may be charged if outside cleanup is necessary.
3. The Applicant is liable for the replacement or repair of any fixtures, furniture or equipment damaged at the event. The Security Deposit paid by your group is for cleaning, damage, unscheduled time and overtime and is a refundable deposit if all conditions are met. Each group is **REQUIRED** to do the following:
 - a. All tables and chairs used by a group must be left clean. This includes removing all decorations, tape, and table coverings.
 - b. All decorations must be removed and properly discarded. The use of thumbtacks, staples, nails, glue, or similar hardware or materials to hang decorations is prohibited.
 - c. A note for **WEDDING RECEPTIONS**--rice or bird seed cannot be thrown inside the Lodge or outside on the premises.
 - d. If the kitchen is used, the refrigerators, ovens, stove, grill, sinks, dishwasher, and countertops must be left clean
 - e. Recycling bins for aluminum, glass, plastic, and paper are available at the Lodge. We strongly encourage recycling. Please alert the event cleanup crew and/or caterer about our recycling effort.
4. The Security Deposit is refundable if the facility is left in order and there are no **Unscheduled/Overtime** charges, as determined by the Facilities Manager. Damages may be assessed after the group has left and the facility is being cleaned. Signing out of the facility does not guarantee a full refund. Any unused Security Deposit shall be refunded within 15 days after the event.

Fire Safety Rules

1. All decorative materials shall be made from a nonflammable material or be treated and maintained in a flame retardant condition by means for a flame retardant solution or process. Fire Department approval may be required. Decorations are not allowed in the lobbies or otherwise outside of the rented area. Table use in a lobby must be approved.
2. All exit doors shall be unlocked and shall not be obstructed by any means.
3. The number of persons in the Hall shall not exceed that number which is posted designating occupant load. Room occupant levels are listed on the fee schedule attached (See Facility Information, Section 1).
4. No **open flame devices, including candles**, are to be used in any assembly area (Sterno™ is OK when used for catering). State Law prohibits smoking within 20 feet of public entrances.



**Independent Order of Odd Fellows
Davis Lodge 169 and Davis Rebekah Lodge 253
415 2nd Street, Davis, California 95616**

Member Personal Use Addendum

(Please Print Clearly)

Application Date: _____

Lodge Membership: [] IOOF [] Rebekah

Member Name: _____

Address: _____

Phone (Cell/Home / Work): _____

Email: _____

Additional Contact Person _____

Additional Contact Person Phone: _____

IOOF/Rebekah Member Rental Rules and Regulations

To use the Lodge once a year at no cost, members must submit the *Rental Application and Agreement* form with this *Addendum*. Only members who have been in "Good Standing" for two calendar years may use the Lodge once a year at no cost. Member agrees to abide by all such Rules and Regulations in those documents and this Addendum. Each of the Rules and Regulations are, with respect to the member, both covenants and conditions.

Member will use the Lodge only for their personal use or that of an immediate family member (e.g. birthday parties, anniversary parties, graduation parties, family reunions; etc.). This one time use is not for the use of others.

Member will not use the Lodge for commercial, retail, religious, or political purposes, nor can the Lodge be used for any fundraising event for the Lodge member or any organization or cause that the Lodge member wishes to benefit.

Member may use the Lodge one day per calendar year, not to exceed seven (7) hours and must return the Lodge to the condition in which it was found (ie. rental ready). A member's once-per-calendar-year privilege to use the Lodge under this protocol is personal and not transferable to any other member.

Member will have received training in Hall Operations within three months of rental, or will have a member of the Lodge in attendance at the event at all times who has received such training within three months of rental. If the member does not wish to do the training or does not have a member in attendance who has done the training, the member will be required to hire an OSA at the member's own expense.

Member will not be required to pay the booking fee (currently \$75) but will be required to provide the standard security deposit.

Rental will be subject to availability: Member events planned for Friday or Saturday must be approved by the Hall Board before being scheduled. A paying event may cancel a booked member event if the paying event is booked more than 30 days before the member event.

I have read these conditions, understand them and agree to abide by them.

Member Name (please print)

Member Signature



Bar Request Form

To be filled out by the Committee Chair or individual member using the Hall, if a bar will be needed at the Event. Completed request must be submitted to Operations Manager at least seven (7) days in advance of the Event.

(Please Print Clearly)

Today's Date: _____

Name of Committee Chair: _____ Phone: _____

Name of Committee: _____

Name of Event: _____

Name of Member in Charge of Event: _____ Phone: _____

Date and Time of Event: _____

Approved By Ops Manager: _____ Date: _____

Wine Request

Name of Wine	Varietal	Quantity Needed

Beer Request

Name of Beer	Draft or Bottle

Liquor Request: Full Bar? _____ (Yes/No)

Brand of Liquor	Type of Liquor	Quantity Needed



Committee Hall Equipment Request Form

To be filled out, by the Committee Chair, if equipment will be needed at the Event. Completed request must be submitted to Ops Manager at least seven (7) days in advance of the Event.

(Please Print Clearly)

Today's Date: _____ Lodge Affiliation: [] IOOF [] Rebekah

Name of Committee Chair: _____ Phone: _____

Name of Committee: _____

Name of Event: _____

Name of Member in Charge of Event: _____ Phone: _____

Date and Time of Event: _____

Equipment needed at the Event:

- | | | |
|-----------------------|---------|--------|
| Big Screen TV | () Yes | () No |
| Audio/Sound System | () Yes | () No |
| Projector | () Yes | () No |
| Computer | () Yes | () No |
| Portable Sound System | () Yes | () No |
| Stage Lights | () Yes | () No |
| Music Equipment | () Yes | () No |
| Water Dispenser | () Yes | () No |

I accept full responsibility for this equipment:

Signature of Member In Charge of the Event

Date: _____

Committee Chair: _____ Date: _____

Approved By:

Operations Manager: _____ Date: _____

Hall Board: _____ Date: _____

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)