

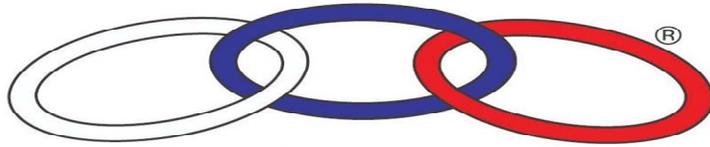


***Rules for Co-hosted Events (IOOF and Rebekahs
Community Support Committees) for 2017:***

- 1. CSC will provide copy of completed co-hosted applications to Management to be put in event files in the office. Management will be responsible for adding the event to the appropriate calendar.**
- 2. Co-Hosted events will be treated like any other event booked at the Lodge: Management will coordinate staff scheduling, planning of event, ordering of supplies, etc..**
- 3. Initial meeting with clients (once the application has been approved) should include both a member of the CSC and a Management team member.**
- 4. Bar proceeds may not be given to unaffiliated groups under ANY circumstances.**
- 5. Kitchen can only be used by members, Lodge staff and licensed caterers. Any time the public is being served, food must be prepared by/under the oversight of a licensed caterer or member due to insurance and health department compliance requirements.**

6. There are no restrictions on days of the week or duration of event for co-hosted events. However, reservations may not exceed **three** hours of set-up time prior to the beginning of the event.
7. Approved co-hosted event applicants are not charged for the cost of rental fees, booking fees, security deposits for halls, and A/V equipment. It is *mandatory* for an On-Site Assistant (OSA) to be present for set-up and clean-up (at least one hour before and after the reservation times; more as needed) and for the duration of the event, at the rate of \$18/hour (as of January 1st, 2017.) This cost is the responsibility of the client/ applicable committee or Lodge. All other additional services and amenities will be provided at full price, unless management uses their discretion to offer discounts (based on budget and availability of services.)
8. Maximum number of co-hosted events is 13 per year.

Approved by Hall Board on March 13th, 2016



The Lodge

@The Odd Fellows Hall

Equipment use/cost for Co-Hosted Events:

- Hall rental (usually \$80-\$125 per hour- **no cost to client**)
- Booking fee (usually \$75- **no cost to client**)
- Security deposit (usually \$300- **no cost to client**)
- A/V System (usually \$30-\$180- **no cost to client**)
- Glasses/Dishes/Flatware/Chargers (prices vary)
- Linens (\$8 per tablecloth; \$.50 per napkin)
- Alcohol - corkage fee (required by law when serving donated alcohol)
- Centerpieces (prices vary)
- Catering services (prices vary)
- On-Site Assistants (required for the duration of the reservation, and a minimum of one hour before, and one hour after, for set-up and clean-up) are \$18/hour always
- Dishwashers are \$18/hour always
- Catering staff are \$18/hour always (unless catering is ordered thru The Lodge)
- Bartenders are \$18/hour always
- Security staff are \$25/hour always
- Kitchen (\$150 deposit *required*)