

**RENTAL/CATERING CONTRACT
ROCKLAND LODGE #2176
BLAUVELT SONS OF ITALY
46 VAN WYCK ROAD/PO BOX 223
BLAUVELT, NEW YORK 10913**

DATE OF EVENT: _____

TIME OF EVENT: _____

CATERING PROVIDED BY :

*LUIGI O'GRADY'S DELI & CATERING
106 N MIDDLETOWN ROAD
PEARL RIVER, NY 10965
845-735-9110 /INFO@LUIGIOGRADYS.COM
CONTACT: MICHELLE WOROB*

This agreement is made between Rockland Lodge #2176 along with Luigi O'Grady's as Caterer and the Renter:

Name: _____

Address: _____

Telephone: _____

Email: _____

Occasion: _____ Approx Number of Guest : _____ Minimum Agreed Upon: _____

RENTAL POLICY AND INSTRUCTIONS

The following Rental Policy contains important information regarding the use of the Rockland Lodge #2176. It is the Renter's responsibility to read, review, and understand the terms listed below before signing this agreement. If you have any questions regarding this policy please contact Michelle (contact info provided above) or email the lodge at info@blauveltsongitaly.org.

Pricing: To be agreed upon by Renter and Caterer on a case by case basis.

Room Rental Rate: _____ (Included in some cases w/Catering Packages)

Above Rate is based on headcount of _____ ppl or more and is subject to change if that number decreases

Catering Rate: _____

Bar: Cash Bar unless otherwise agreed upon by all parties – to be paid in full on the day of the event.

REGULAR DEPOSIT: _____ **DATE REC'D** _____ **METHOD OF PAYMENT:** _____

- 1. SECURITY/DAMAGES DEPOSIT:** A \$300 security Deposit in addition to the regular deposit is due 30 days prior to the event. Upon inspection by the Rockland Lodge the deposit will be returned via check mailed within 10 days of the event. Any Damages to the Hall or its facilities is the responsibility of the Renter and if the damages exceed \$300 the Renter agrees to cover all damages determined by the Rockland Lodge.

Date Received: _____ **Method:** _____

- 2. CANCELLATION POLICY:** After signing this agreement a cancellation fee of \$200 will incur if the event is cancelled for any reason. A postponement fee of \$100 will be incurred provided that all parties can agree on a new date. If the event is cancelled with 31 days or more notice the rest of the regular deposit will be refunded

via mailed check within 10 days of cancellation. Cancellations with less than 31 days notice will waive \$300 of their initial deposit.

- 3. EVENT TIME:** The event space is available for a four hour event. One hour for setup with staff is included before the event. The caterer shall make the lodge available earlier on the day of the event or the evening before as long as another event is not taking place. We will do our best to accommodate in all situations. Any additional time needed will be charged at a rate of \$200 per hour.

- 4. CAPACITY:** Maximum Capacity is 125 people. Tables and Chairs provided for up to 125 people.

- 5. SET-UP:** Caterer or Lodge Staff will coordinate set-up and decorating time with each client depending on Lodge availability. Tables and Chairs will be set-up by caterer or Lodge staff based on final headcount.

- 6. DECORATIONS/MUSIC:** NO USE OF STAPLES/GLUE/TAPE is allowed on any surface of the premises. NO GLITTER allowed. Music needs to be contained to inside the premises.

- 7. CLEAN-UP:** Lodge Rental includes basic clean-up of premises. Renter is responsible for any clean-up deemed beyond normal usage. Lodge Staff will handle trash and recycling removal.

- 8. SMOKING:** Absolutely NO SMOKING on the premises. This will be strictly enforced. Any violation may result in a forfeit of your security/damages deposit and having your group being asked to leave the premises.

- 9. BAR POLICY:** There is no BYOB at the Rockland Lodge. The Rockland Lodge will supply and serve all beverages alcoholic and non-alcoholic. Under New York State Law, the purchase, consumption, possession, or transportation of liquor, malt, or brewed beverages by a minor (under 21 years of age) is prohibited. The Lodge will enforce this strictly.

10. INDEMNIFICATION/HOLD HARMLESS:

The Renter by executing this Rental/Catering Contract, shall agree to indemnify and hold harmless the Rockland Lodge #2176, Luigi O'Grady's Deli & Catering, their agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renter's use of the facilities.

I have read, I understand, and I accept the terms and conditions of the Rockland Lodge #2176

Name (Print): _____

Signature: _____

Date: _____

Confirmed By:

Lodge #2176 Rep or Caterer