

RULES FOR RENTAL OF EAGLES #2234 SIDE ROOMS, OTTAWA, OHIO

PLEASE NOTE: Hall rental fee is for day of rental only.

1. NO ALCOHOLIC BEVERAGES purchased outside will be permitted to be carried into the building. All beverages such as beer, wine, pop, etc must be purchased through the Eagles. Renter must let the Lodge know 2 weeks before rental date as to what kind and how much they will need. This will allow time for ordering, delivery and proper cooling.
2. NO ALCOHOLIC BEVERAGES shall be opened or consumed outside the building. This includes sidewalk, parking lot, etc.
3. PER AERIE LIQUOR LIABILITY INSURANCE- ALL ALCOHOL MUST BE SERVED BY AN EAGLES BARTENDER (\$11.00 HR.). Renter is responsible for the conduct of all guests. Renter agrees to abide by all laws and rules and regulations regarding the furnishing of alcoholic beverages. Renter further agrees to protect and indemnify the Eagles Lodge from any and all claims including, but not limited to personal injury or property damage brought by third parties against the EAGLES LODGE arising out of renters use of the hall, including the furnishing of alcoholic beverages. Bartender must be 21 yrs of age.
4. EAGLES LODGE #2234 will not be responsible for any food or other items that are left or stored at the facility overnight. The EAGLES LODGE #2234 will not be responsible for any items that are lost or stolen.
5. NON-MEMBERS are not permitted in the Club Room. Members may not carry drinks from the SIDE ROOMS to the CLUB ROOM.
6. DECORATIONS: Check with Management regarding time to decorate.
NO STAPLES OR TACKS ON WALLS OR TABLES.
NO SCOTCH TAPE ON WALLS. NO FURNACE TAPE (YOU MAY USE MASKING TAPE.)
NO DECORATIONS HANGING FROM CEILING TILE OR CEILING GRIDS.
DO NOT DRAP TABLE ACROSS THE FLOOR. THEY MUST BE PICKED UP AND MOVED. There will be an additional charge for extraordinary decorations requiring additional clean up time.
Check with Lodge Management if you have any questions.
Eagles Lodge opens at 10:00 a.m. Monday thru Saturday.
No sparkles or confetti type decorations may be used.
7. Management wants them here at 10:00 a.m. to tell them what they have to clean up and how to have the tables & chairs.
8. Side Room rental does not include big kitchen.
9. AIR CONDITIONING – if needed, is included in the rental price. Building is climate controlled. DOORS MUST REMAIN CLOSED while hall is being used.

I have read all of the above rules. I understand that any violations of these rules will be subject to an additional charge at the discretion of the officers and management of the Eagles Lodge or termination of the rental agreement at the Lodge's option.

(Renter)

Any balance due to the Eagles Lodge should be sent to:
FRATERNAL ORDER OF EAGLES #2234
135 WEST MAIN STREET
OTTAWA, OHIO 45875
419-523-6637