



Westchester Masonic Building Association

Westchester Masonic Center
7726 W. Manchester Ave.
Playa del Rey, CA 90293

E-mail: Masonic.Hall529@gmail.com
Phone: (310) 821-1875

Single Use Hall Rental Agreement

This Single Use Hall Rental Agreement made this _____ day of _____ 20____

Between: *Westchester Masonic Building Association*

Represented by: _____

Phone: _____

E-mail: _____

-and-

Organization: _____
(Please print)

Represented by: _____

Phone: _____

E-mail: _____

Name of Function: _____

Type of Event: Wedding, Christening, Graduation, Reception, Birthday, Seminar, Meeting (if other, please specify): _____

Requested Use: Hall Kitchen Lounge Lodge Room Other: _____

The hall is available on a first come, first served basis and is only secured by payment of Reservation Advance Deposit stated in the rental agreement, however, *Westchester Masonic Building Association* has the right to disapprove rental applications. Equipment available with the Reception Hall:

- Round and rectangular tables with chairs (RENTER is responsible for all linens)
- Kitchen with stoves and ovens to reheat food, NOT to be used for cooking
- A refrigerator
- Rest rooms
- Plenty of parking spaces

Date of Function: _____ Time of Function: _____ to _____

Private Function Yes No

Public Function Yes No If yes, is this an advertised event? Yes No

Expected attendance (180 Maximum): _____

Will admission be charged for the function? Yes No

Alcoholic beverages to be consumed? Yes No
If yes, will there be a charge for alcoholic beverages? Yes No
If yes, state ABC license no.: _____

Is the renter a member of Southern California Lodge #529? Yes No

Fees Agreement:	Basic Hall Rental Fee	\$ _____.
	Rental Hall Monitor	\$ _____.
	Cleaning/Damage Deposit	\$ _____.
	Set-Up/Break-Down Fee	\$ _____.
	Other Charges	\$ _____.
	Member Discount	\$ _____.
	Total	\$ _____.

Fees Received:	Reservation Advance Deposit	\$ _____.	Date due: _____
	(Deposit used toward Rental Fee)		
	Cleaning/Damage Deposit	\$ _____.	Date due: _____
	Rental Hall Monitor	\$ _____.	Date due: _____
	Rental & Other Fees (balance)	\$ _____.	Date due : _____

THEREFORE THE PARTIES DO AGREE TO THE FOLLOWING:

Westchester Masonic Building Association agrees to provide the renter access and use of the agreed upon portion of the facility and its rental equipment (tables, chairs, dishes, etc.) in accordance with the details outlined above and with the attached Terms and Conditions.

I hereby acknowledge that I have carefully read the above, all statements are true, and I did receive a duplicate copy of this agreement this _____ day of _____, 20____.

THIS AGREEMENT EXECUTED on behalf of:

Westchester Masonic Building Association

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Hall Rental Contact:

Renter Contact:

Westchester Masonic Building Association
7726 W. Manchester Ave
Playa del Rey, CA 90293
Phone: (310) 821-1875
E-mail: Masonic.Hall529@gmail.com

Phone: Res. _____
Bus. _____
Cell _____
E-mail: _____

Terms and Conditions

1. RENTAL

- 1.1. The RENTER agrees to provide Westchester Masonic Building Association with the cleaning/damage deposit, rental deposit, monitor fee and balance of rental payment in the form of cash or (certified) check in accordance with the dates stated on page 2.
 - 1.1.1 . The rate for 180 guests (full capacity) for 6-hour event:
 - a. Monday – Friday, daytime: \$500.00
 - b. Monday – Wednesday, evening: \$500.00
 - c. Saturday – Sunday, day time: \$550.00
 - d. Friday, Saturday, Sunday, evening: \$600.00
- 1.2. The RENTER agrees to pay Westchester Masonic Building Association an additional rental rate of \$75.00 for every half hour of occupancy after the expiry of the rental period stated on page one (1) of this agreement.
 - 1.2.1 The rental rate for a 6-hour event includes an additional 1.5 hours allowed for room set-up and 0.5 hour (30 minutes) for room clean-up.
- 1.3. The RENTER agrees to pay Westchester Masonic Building Association a set-up and break down fee of \$200. This fee covers the setting up of the tables and chairs in the configuration of the RENTERS event. This also includes the staging of the plates, dishes, cups, etcetera that is requested. It also includes the routine cleaning that is done by janitorial staff after an event and the putting away of the tables and chairs.
- 1.4. The RENTER agrees to pay Westchester Masonic Building Association a Hall Monitor fee of \$20 an hour. The Hall Monitor is a member of Southern California Masonic Lodge #529 who will monitor the event and be a resource for the renter during the event for building issues or needs.
 - 1.4.1 The Hall Monitor fee shall include the 1.5 hours of set up time and .5 hour (30 minute) break down time.
 - 1.4.2 If the Hall Monitor has to remain at the hall at the conclusion of the event to address any damage or excessive cleaning issues, that time will be documented and deducted from the Cleaning/Damage deposit.
- 1.5. Certain types of hall rentals have been determined to be higher in risk for damage to property or excessive cleaning. When identified as a high risk rental, Westchester Masonic Building Association has the option to not rent the hall to the RENTER or go forward with the rental. In those cases where the rental will be made, the RENTER agrees to
 - A. Pay for two (2) licensed uniformed security guards to be present at the event. The security guards, if used, will be licensed with the State of California and be approved by the Westchester Masonic Building Association Hall Rental Manager. The security guards will be paid for and be present 30 minutes before the event starts to brief them on duties. The guards' shift will conclude 30 minutes after the event ends.
- 1.6. The RENTER agrees to pay Westchester Masonic Building Association a Cleaning/Damage deposit of:
 - \$450 for events serving food and drinks such as parties, banquets, receptions, etc.
 - \$200 for training seminars and classroom types of meetingsThe Cleaning/Damage deposit will be used if:
 - a cleaning crew is needed to come in and clean the premises

- any damage is discovered to the building, walls, carpets, restrooms, kitchen, curtains, window coverings, landscaping, building exterior, fencing, cameras, tables, chairs, or any item owned or operated on the premises.
- 1.7. If the RENTER fails to use the premises for the rental date referred to on page one (1), Westchester Masonic Building Association may deduct from any Deposit the amount of \$200.00 as liquidated damages unless the RENTER has given Westchester Masonic Building Association at least 45 days notice that it will not be using the premises on that date or Westchester Masonic Building Association is able to re-rent the premises for that date.
 - 1.8. Subject to any Clause of the agreement that authorizes Westchester Masonic Building Association to deduct money from the cleaning/damage deposit, Westchester Masonic Building Association will return the cleaning/damage deposit or any portion not used to the RENTER within 14 days after the rental date.

2. FACILITY CARE AND CONDITION

- 2.1. The RENTER and the Westchester Masonic Building Association representative will conduct an inspection of the facility and equipment *prior to commencement* of the rental event and identify any damages or other conditions present. The RENTER and the Westchester Masonic Building Association representative will conduct a second inspection *following* the rental event to identify any damages to the facility and equipment arising from the RENTER'S event. The CHECK IN / OUT REPORT attached to this agreement will be used for this purpose.
- 2.2. The RENTER shall remove all garbage and clean the premises immediately after the rental period. The RENTER further agrees to abide by any additional requirements regarding facility condition and care attached to this agreement. If the RENTER fails to comply with this Clause and any additional requirements, the RENTER agrees that Westchester Masonic Building Association may deduct from the cleaning/damage deposit the cost of doing the cleaning and performing other remedies at the rate of \$100.00 per hour.

3. RENTER'S RESPONSIBILITY

- 3.1. The maximum total capacity of the premises for the purposes of the RENTER's use is 180 persons. The RENTER agrees to ensure that this capacity is not exceeded.
- 3.2. Minors: For all events where minors under age 18 are present, a ratio of at least 1 adult to 6 minors must be adhered to at all times.
- 3.3. There is no smoking allowed anywhere at any time inside of the building. Cleaning costs will be incurred upon evidence of smoking within the premises.
- 3.4. No dogs or other pets are allowed in the building except verifiable service dogs. The Hall Monitor will check certification papers when necessary.
- 3.5. Setting up and arranging tables and chairs and FIREPROOF decorations
- 3.6. Use of Hall Kitchen: If the RENTER uses the Hall Kitchen, the party shall:
 - Remove all boxes, food and trash from the Hall Kitchen at the end of the Rental Period
 - Clean all counters and surface work areas in the Hall Kitchen, including any food spilled in the food warmer or refrigerator
 - Sweep the Hall Kitchen floor
 - Don't put any grease, lettuce, celery, coffee grounds, corks or metal objects in the garbage disposal
 - Turn off all appliances at the end of the Rental Period

- Remove all dishes, glasses, silverware, linens, and other material or equipment rented by the RENTER at the end of the Rental Period
 - Not use any Lodge pots, pans, any other cooking utensils, the Hall Kitchen coffee machines or any equipment or material stored in Hall Kitchen cabinets or storage areas **unless** rented
 - Have present in the Hall Kitchen a lead food handler
- 3.7. Strictly observe the liquor and public event laws of the State of California and City of Los Angeles, obtain the necessary permits, and comply with conditions specified in any liquor and event permits/ordinances/laws.
- 3.8. Music: RENTER can play music utilizing its own sources such as a DJ. Any music must promptly cease no later than midnight. Excessive noise from the RENTER's event is not permitted. It is the sole responsibility of the RENTER to control the sound level of its event, including, but not limited to, sound from music, audio/visual systems, and guests of the RENTER. Failure to control the noise level may result in the closing of the RENTER's event. If Police are called out, the event may be ended and the RENTER will be responsible for the full rental time and any additional costs or fines.
- 3.9. Decorations: All Decorations must meet City of Los Angeles fire codes. Decorations are permitted in the Hall provided they are placed on the floor or on the tables. Lightweight decorations may be attached to the walls, columns and ceilings only by tapes approved by Westchester Masonic Building Association, as some tapes are known to leave permanent marks when removed. No open flames other than candle-with-glass-holder are permitted inside the Hall at any time and in no instances on the stage or near the curtains. For safety reasons, RENTER is not allowed to have power cords across the floor.
- 3.9.1 No Lodge displays shall be moved or changed without permission of the Rental Hall Manager
- 3.10. An identified responsible RENTER will be on site the entire time of the event to assume full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- 3.10.1 When deemed necessary, assigns a licensed security guard to be on site during the event in case of any argument, dispute, fight, etc. which may arise.
- 3.10.2 Clears broken items from the floor immediately to avoid subsequent damages or risk to event participants. Assigns parking attendant(s) to avoid accidents during parking maneuvers.
- 3.10.3 Monitors the proper and economical usage of water and electricity; Assures event ends at specified time in the contract (see section 1.2). Makes sure that RENTER uses only the facility rented and common areas reasonably required to obtain access to the rest rooms.
- 3.11. Restrict use of the facility to the purpose stated on Page 1 of this agreement (TYPE OF EVENT) and not permit the use of the facility for any other purpose without the prior, express and written consent of Westchester Masonic Building Association or the Westchester Masonic Building Association's representative.
- 3.12. Not to use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.
- 3.13. Not to assign or sublease the facility, or any right or privilege connected with the facility, or allow any other person except agents and employees of the RENTER to occupy the facility or any part of the facility without first obtaining the written consent of Westchester Masonic

Building Association. Consent by Westchester Masonic Building Association shall not be consent to a subsequent assignment, sublease or occupation by other persons. Any unauthorized assignment, sublease, or licensee to occupy by the RENTER shall be void and shall terminate this rental agreement at the option of Westchester Masonic Building Association.

- 3.14. Not to keep, use or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurer applicable to the facility necessary to keep in force the fire and liability insurance.
- 3.15. Not to allow any waste or nuisance on the facility or use or allow the facility to be used for any unlawful purpose according to the Municipal Code of the City of Los Angeles, the laws of the State of California and the federal laws of the United States of America.

4. LIABILITY AND INDEMNITY

- 4.1. Westchester Masonic Building Association shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this rental agreement or any extension of such term. The RENTER agrees that it will indemnify and hold harmless Westchester Masonic Building Association, Southern California Masonic Lodge #529 F&AM, the Grand Lodge of California, and any of their members or agents from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.

5. INSURANCE

- 5.1. The RENTER shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$1,000,000. The insurance policy shall also provide coverage for contingent liability of Westchester Masonic Building Association on any claims or losses and shall name Westchester Masonic Building Association as an added insured.
- 5.2. The insurance policies shall be delivered to Westchester Masonic Building Association on or before the date the RENTAL & OTHER FEES BALANCE is due, per page 2 of this agreement.
- 5.3. If the insurance policies are not delivered to Westchester Masonic Building Association, Westchester Masonic Building Association is authorized to cancel the event and Westchester Masonic Building Association will notify the RENTER by phone and/or e-mail per the information provided on Page 2 of this agreement.

By signing below, the RENTER acknowledges having read and agrees to the contents of this agreement.

RENTER: _____

Date: _____ Time: _____

Westchester Masonic Building Association: _____

Position: _____

Date: _____ Time: _____



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Set-up / Takedown Checklist

Set-up

- Determine your requirement for tables, chairs, dishes, cutlery, etc. and check with the Hall Rental Manager / Westchester Masonic Building Association representative to ensure the hall has sufficient equipment for your event.
- Floor plan for the set-up of tables and chairs is communicated to the Hall Rental Manager.
- All doorways are to be kept clear (as per fire regulations).
- Use only masking tape or other tape that does not damage walls when hanging decorations. Do not use nails, pins, staples, tacks or other hangers that will damage surfaces.
- The renter is responsible for bringing a ladder or other equipment required to hang decorations.

Takedown

- All tables and chairs must be returned to proper storage (determine the specific area with the Hall Monitor/Westchester Masonic Building Association representative).
- Any furniture that was moved must be returned to its original position.
- Ensure kitchen is clean. Dishes, utensils, coffee machine, etc. are clean and put in proper locations. Counters, sinks, fridges and stoves are to be wiped clean. Dishes and cutlery must be washed and rinsed in disinfectant solution.
- All garbage is to be put in large outside garbage container located behind the hall.
- All liquor bottles are to be removed from the hall.
- Sweep and mop up obvious spills from floor. Brooms, dust pan, wet mop and mop buckets are available in the hall storage area for your use.
- All decorations the renter puts up in the hall must be taken down after function, with no pieces of tape left on walls.
- Ensure all doors and windows are secured (and locked if applicable) after function is over.
- Ensure all heating, air-conditioning and lights are off.
- All clean-up duties must be completed prior to leaving facility.
- Report all damage or difficulties in the use of the facility as soon as possible to the Hall Monitor/Westchester Masonic Building Association representative.



Westchester Masonic Building Association

Before / After Hall Rental Inspection Checklist

Before

- Hall is clean and tidy, and in reasonable repair.
- Kitchen area is clean; dishes, cutlery and other implements are stored in their designated places.
 - # glasses ___ # plates ___ # bread and butter plates ___ # mugs ___
 - # cups ___ # saucers ___ # knives ___ # forks ___ # teaspoons
 - # serving spoons
- Coffee maker is clean and ready for use.
- Tables and chairs are stacked as directed and stored in designated area.
- Walls are clear of materials from previous rentals. Marks, pinholes and other damage noted:

- Garbage bins are emptied and clean.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Westchester Masonic Center on:

(Date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)

After

- Hall is clean and tidy, and in reasonable repair.
- Kitchen area is clean; dishes, cutlery and other implements are stored in their designated places.

glasses ____ # plates ____ # bread and butter plates ____ # mugs ____
cups ____ # saucers ____ # knives ____ # forks ____ # teaspoons
serving spoons

- Coffee maker is clean and ready for use.
- Tables and chairs are stacked as directed and stored in designated area.
- Walls are clear of materials from previous rentals. Marks, pinholes and other damage noted:

- Garbage bins are emptied and clean.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Westchester Masonic Center on:

(Date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)