



Event and Rental Planning Guide

Provided by:

Grand Island Elks Lodge #604

House Committee & Trustees

631 S Locust St

Grand Island NE 68801

308-382-8014

Event and Rental Agreement

A contract is assigned to this agreement, which must be signed and returned.

Terms and Conditions

Reservations

- The Client must read and agree to the terms and conditions and sign a pricing contract and indemnity release for services being rendered.
- In order for an event to be guaranteed, a reservation deposit in the amount of \$200 must be made. This reservation deposit is non-refundable unless the reservation is cancelled more than 60 days prior to the date of the event.
- The \$200 reservation deposit will be applied as a refundable damage deposit once the event takes place. The damage deposit (or portion of it) will be returned 14 days after the event if the Elks Lodge deems there are no damages.
- Final payment must be made 7 days prior to the event, unless other arrangements have been made.

Hours of Operation

Events may not last beyond midnight without prior approval of the Elks Lodge. Last Call for Alcohol will be announced at 30 minutes prior to close of the event. All guests must exit the building by 12:30 AM. The Client will have one hour thereafter to clean and remove all decorations, band or DJ equipment, vendor supplies and equipment, food and personal belongings.

Room and Furniture Usage

- Room rates include tables and chairs. We calculate 6 chairs per table for guests and 3 chairs per table for a head table. The rate also includes up to 5 additional tables for gifts, cake, awards, etc.
- White plastic table covers can be furnished if requested.

Food and Kitchen Usage

- All food not prepared by the Elks Lodge must be pre-cooked. Kitchen facilities for cooking are not available.
- Catered meals must be served by a licensed caterer or restaurant. The Client, or the caterer, must coordinate with the Elks Lodge at least 7 days prior to the event with the number of serving tables needed.
- A minimum of one catering staff is required to be on duty at all times during the catered event.
- Kitchen usage is limited to staging and serving food only. This means food may be assembled only. Perishables may be chilled in the refrigerator or freezer. ***Cooking of food is not permitted in our kitchen.***
- ***The Elks Lodge is not responsible for any accidents or sickness due to food prepared by the Client or the Caterer.***

Decorations

- Certain decorations are expressly **forbidden** to be used and will automatically forfeit the damage deposit. Those items are: Glitter, Metallic Flakes, Confetti, Straw or Hay, Rice, Birdseed. In addition, those items may not be thrown around the facility, either inside or outside; nor attached to any other type of decoration.
- Decorations may not be fastened to the walls with nails or staples. Use either painters tape or mounting putty. All tape and putty must be removed with other decorations at the end of the event.
- Damage to the walls from decorations will cause forfeiture of the reservation deposit.
- Open flames and candles are prohibited by fire and safety codes.
- Any items left behind at the close of the event will be disposed of or will become the property of the Elks Lodge.
- All decorations must be taken down and removed within one hour after the close of the event.

Miscellaneous

- Live animals, except service animals, are not permitted anywhere in the Elks Lodge building or on the grounds.
- Clients and guests are restricted to the rental area only and do not have free range in the building and grounds.
- Pool tables may only be used by adults and youth 16 and older with adult supervision
- Client is responsible for the actions of all guests. In the case that an event combines minors and over 21 adults, if minors are caught drinking alcoholic beverages, the event will be canceled on the spot and the reservation deposit will be forfeited.
- Client and guests will abide by the rules of the Security Guard on duty.
- Tobacco products, marijuana, or vaping products are not allowed within the building, including the restrooms. A designated smoking area is marked outside.

Alcohol

Grand Island Elks Lodge will abide by all laws of the Nebraska Liquor Commission

- Alcohol is only permitted to be served by a designated bartender assigned by the Elks Lodge.
- Alcohol is expressly prohibited to be brought in to the building by the client or guests. This includes kegs.
- Non-alcoholic beverages including water bottles, energy drinks, etc. are also prohibited to be brought in by the client or guests.
- Proof of age is required for all guests who appear to be under the age of 30. Wrist bands will be issued by our Security Guard with proper ID.
- It is illegal to serve obviously intoxicated persons.
- We will limit the number of beverages one guest may purchase at one time. This will help curtail alcohol getting into the hands of guests under 21.
- The Elks Lodge has the right to refuse service to anyone for reasons that may violate State Liquor Laws.
- Alcoholic beverages are not permitted beyond the main entrance door to the Elks Lodge.

End of Event Clean-up Requirements

- Clean-up is the Clients responsibility, including sufficient supervision during the event to minimize spills of food and beverages.
- Excessive trash left in the kitchen, room, bathrooms, lobby or parking lot is subject to forfeiture of the reservation deposit.
- The Client is responsible for the following:
 - Tables cleared of trash, empty plates and glasses.
 - ♦ Trash must be placed in appropriate receptacles. All trash must be placed in dumpster behind the building.
 - ♦ Kitchen area must be cleaned and wiped down and returned to its original level of cleanliness.
 - ♦ Tables will be stacked on table carts and stored in the storage area.
 - ♦ Chairs will be hung on chair racks and stored in storage area.
 - ♦ Carpeted areas need to be vacuumed and smooth floors need to be swept and mopped.

The Security Guard will provide the Client with the procedures to accomplish the last five ♦ bulleted items.

Security

- The Elks Lodge will provide security for all rentals.
- The fee for the Security Guard for events less than 100 people is included in the Rental Fee for up to 6 hours.
- When more than 100 people are present, a second Security Guard will be added to the rental fee at the rate of \$50.

Special Rates

- Discounted rates will be applied if an Elk members in good standing is the host of the event. In fairness to all members, discounts are not provided to friends or associates of the Elk members
- Memorials and Celebrations of Life have special rates that apply to members and non-members. Rates will be discussed at the time of the request.

The Elks Lodge reserves the right to photograph the event set-up for future marketing of the Lodge.

Room Rental Rates

Dining Room / Lounge Room

Up to 75 People

Non-Member	Member
\$300.00	\$200.00

Over 6 hours and Business Meeting Rates

\$25.00 per Hour

Lodge Room

Up to 100 People

Non-Member	Member
\$525.00	\$300.00

Over 100 People

Non-Member	Member
\$575.00	\$350.00

Over 6 hours and Business Meeting Rates

\$50.00 per Hour