

Bozeman Event Space at the Masonic Hall

Venue Address and Phone:
14 S Tracy, Bozeman - (406)587-4322

Mailing/Billing Address:
2210 Highland Ct, Bozeman, MT 59715

Facility Use Agreement

Masons Hall is a premium venue for wedding receptions, fundraisers, dances, dinners and more! With a catering kitchen, elegant reception area, optional audio/visual equipment, tables and chairs, it has all you need in one fabulous location.

Rental Rates:

	Weekday (Monday - Friday@noon)		Weekend (Friday@noon - Sunday)	
	hourly, up to 6 hrs	daily, 7am-midnight	hourly, up to 6 hrs	daily, 7am-midnight
Main Ballroom	\$105	\$1050	\$135	\$1350
Library/Conference	\$50	\$500	\$55	\$550
Commercial Kitchen	\$50	\$500	\$55	\$550
West Ballroom/Meeting	\$60	\$600	\$70	\$700
North Ballroom/Media	\$45	\$450	\$50	\$500
Training/Meeting	\$40	\$400	\$45	\$450

Non-profit (501(c)(3)), public education, or outside Masonic groups may inquire for rate discounts.

Amenities Included in the Rental Rate:

Tables: 24- 5' round (seats 6-8) 8- 6' seminar (seats 2-3) Chairs: 140 padded interlocking Catering kitchen: 2 ovens,
20- 8' banquet (seats 8-12) 4- 3' high-top 48 metal folding, 24 plastic folding comm'l refrig. and dishwasher

Additional Equipment and Services (per day):

Coffee/Tea (45 cups): \$60 Water&Ice: \$25 Linen Tablecloth (ea): \$12 Podium, projector, and mic: \$55

Set-Up:

Our facilities manager will coordinate with you on the best layout for your event. Tables and chairs can be set up for you in advance and returned to storage afterward. If you opt for self-setup, all furniture must be stowed properly and exactly as originally stored. Assisted set-up fees will be applied as follows: Self-setup or up to 20 guests (included) 21+ guests: \$1.25 per guest

Dimensions and Capacities:

Main Ballroom - 31'x51' (~1580sf) 102 w/tables, 135 theatre, 140 standing	North / Media - 21'x44' (~924sf) 54 w/tables, 60 theatre, 65 standing	Library - 22'x32' (~704sf) 28 tabled, 40 theater, 45 standing
West Ballroom - 31'x37' (~1147sf) 60 w/tables, 75 theatre, 80 standing	Kitchen - 12'x20' (~240sf) 12 w/tables, 20 theatre, 25 standing	Training - 18'x35' (~629sf) 40 tabled, 55 theatre, 60 standing

Facility Personnel:

A facility representative will be present at both check-in and check-out and will be on-call to answer questions and assist as necessary. Events with more than 100 attendees and hosting alcohol will require dedicated security staff approved by lessor.

Facility Hours:

7:00 am until midnight. Event area must be cleaned and vacated by check out time, unless prior arrangements are defined.

Lessee Billing and Contact Info:

Name: _____
Address: _____

Day Phone: _____ Cell Phone: _____
Email Address: _____

Type of Rental:

Meeting:	Reception:	Number
Banquet:	Wedding:	of Guests:
Conference:	Other: _____	
We	will	will not

be hosting/supplying alcohol. See attached alcohol policy.

Area(s) to be Used:

Main Ballroom	Library/Conference	(with Masonic Organization approval)
West Ballroom	Training/Boardroom	Main Lodge Room
North BR/Media Room	Kitchen	Small Lodge Room

Special Equipment Needed: _____

Date(s) of Use	Day of Week	Check-in Time	Check-out Time

Facility Rules and Regulations

Parking:

The Masonic Temple has no weekday designated parking. 18 spaces behind the HRDC building are available after 5pm and on weekends. There is limited street parking (limited to 2 hours between 7am and 6pm). The city parking garage is one block to the north of the building. Parking in the lots belonging to other downtown businesses is not permitted.

Advertising/Endorsement:

Agreement for use of the facility shall not be construed as an endorsement or approval of the **lessee** activity, group or organization nor the purpose it represents. Prior permission for advertising use of any facility likeness, name, logo or trademark must be given in writing.

Decorations:

Decorations must not mar any surfaces. No adhesive other than painters tape or Command® strips/hooks. NO DUCT TAPE ALLOWED

Noise:

There must be no excessive noise, music or music sound checks until after 6:00 pm. After 10:00 pm, per city code, no unreasonable noise may be heard outside the building, so windows and doors must be closed to prevent any disturbance.

Supervision:

The **lessee** must provide sufficient supervision for security of personal property and enforcement of the facility rules and regulations. The **lessee** must have a responsible adult in the building whenever the building is open.

Booking and Cancellation:

Lessee will adhere to the Terms and Conditions presented during online or in-person booking. Lessee will pay a fee for late cancellation as defined during booking, or \$50, whichever is greater. Lessee must have confirmed cancellation no less than 72 hours prior to a booking with 25 or fewer guests, or no less than 14 days prior to a booking of any ballroom area or an event with more than 25 guests.

Group Conduct and Facility Care:

At all times, orderly conduct shall be required of the **lessee** and the participants in the scheduled event. The **lessee** and the participants shall confine themselves and their activities to the areas specified in the contract. The areas used shall be left in a clean and orderly condition. The use of tobacco products is not permitted on the premises nor within 20 feet outside of any entryway.

Commercial Kitchen Regulations:

All persons using the kitchen facility must comply with the posted regulations regarding food safety and the use of the equipment, and **lessee** will be held responsible for health department violations and any damages caused by misuse or improper handling.

Security deposit, check-in, and check-out:

A damage and security deposit will be held, and if additional cleaning or maintenance is required upon check-out the associated costs will be deducted from the deposit and/or billed to **lessee**. Garbage should remain bagged in the cans, and left near the back stairs. All food must be removed from the refrigerators. Floors, tables, chairs and equipment shall be cleaned and returned to check-in condition, including washing and mopping of spills and stains. Please recycle any aluminum, cardboard, and plastic containers.

The undersigned Lessee Authorized Representative agrees to the following conditions:

- 1) The **Lessee** agrees to abide by the aforementioned Rules and Regulations.
- 2) The **Lessee** shall occupy the above described facility only at the agreed upon date(s) and time(s) and only for the described purpose.
- 3) The **Lessee** agrees to pay actual fees and costs, which are estimated as follows for the use of the facility. The actual fees and cost will be determined and calculated after the use of the facility is concluded.

Rental Fees	\$
Additional Charges:	\$
Cleaning Fees	\$
Set Up Fees	\$
Damage/Security Deposit	\$
Total Estimated Fees and Costs	\$
	\$

- 4) The **Lessee** shall deposit the sum of
in verified funds to hold the event reservation once approved. The remaining balance of estimate is due on or before event check-in.
- 5) The **Lessee** shall provide a Certificate of Insurance, to the **Lessor**, with coverage for Bodily Injury and Property Damage, including coverage for Ongoing Operations and Completed Operations, and with a minimum Limit of Liability of \$1,000,000.00 per occurrence, \$2,000,000 aggregate. Masonic Temple Incorporated and Bozeman Event Space LLC will be named and listed as an Additional Insured.
- 6) To the fullest extent of the law, the **Lessee** agrees to indemnify and save harmless Masonic Temple, Inc., Bozeman Event Space LLC, their several agents and employees, from all claims, suits, actions of any nature and description for or on account of any injury, damage or liability to persons or property arising from the rental or use of these facilities.
- 7) The **Lessor** reserves the right to cancel this Facility Use Agreement in the event of unforeseen circumstances, at **Lessor's** sole discretion.

Lessee, Authorized Representative

Date

Lessor, Bozeman Event Space LLC Representative

Date