

THE RED FEZ SHRINE CLUB

WEDDING / REHEARSAL DINNER / BUSINESS FUNCTIONS / SPECIAL EVENTS

FACILITY USE AGREEMENT

This agreement is entered into by **The Red Fez Shrine Club**, and

Name / Business / Organization: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Contact Numbers: (Day) _____ **(Evening)** _____

Email Address: _____

For The Purpose Of: _____

Rental Date: ____ / ____ / ____ **Day of the Week:** _____

Event Time: _____ **Number of Guest:** _____

Approved Times For Decorating, Setup, and Pre-Planning:

FINANCIAL RESPONSIBILITY

The following expenses will be billed to the renter:

Total Rental Fee: \$ _____ **Date Due:** ____ / ____ / ____

Total Security/Damage Deposit: \$ _____

Date Received with Signed Contract: ____ / ____ / ____

Authorized Signature Showing Receipt Of Deposit: _____

The undersigned acknowledges and understands that the rental agreement is non-assignable, and payment will be the sole responsibility of the undersigned individual:

Your rental date is not confirmed until your security damage deposit is made and you have received a copy of this agreement signed by You and a Red Fez Shrine Club Representative:

Authorized Signature - Renter _____ / ____ / ____
Date

Authorized Signature – Red Fez Shrine Club _____ / ____ / ____
Date

THE RED FEZ SHRINE CLUB

WEDDING / REHEARSAL DINNER / BUSINESS FUNCTIONS / SPECIAL EVENTS RENTAL PROGRAM

RULES AND REGULATIONS

Red Fez Shrine Club Rental Facility is available to individuals and businesses. The person, business, or organization that is renting a part of The Red Fez Shrine Club's location, also acknowledges that The Red Fez Shrine Club is a full operational location open to its members. Any private events held at Red Fez Shrine Club must not impose hardship on the property or its Members.

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CONDUCT OF EVENT

Any Group or Individual seeking to use The Red Fez Shrine Club's Property for any event will assume Full Responsibility for the conduct of their entire invited guest attending their event. The Facility Renter will be responsible for any and all damage done to the premises by the Facility Renter's guests or Independent Contractors (caterers, decorators, photographers, bands, DJ's, florist, etc...). All individuals will be required to conduct the event in an orderly manner in full compliance with all applicable laws, codes, rules, and regulations stated by The Red Fez Shrine Club. Payment for any damages resulting from your invited guest or independent contractors will be first accessed from your security deposit, and then you are further accepting full responsibility for any additional damages or repair cost caused by your event.

(* See Security Deposit / Damages for Further Information)

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RENTAL TIMES

The rental event time is limited to the exact time as signed and documented in your Facility Rental Contract. Rental times are set up to coordinate with other Red Fez Shrine Club activities, events, and social functions. Early arrival will not allow your early admittance to the facility area rented. If your event is scheduled for a one day event, then the facility is not available for the days before or after your scheduled time.

Individual guest, nor groups, are to remain on property after the scheduled rental times expire. Arrival and departure times are of utmost concern to us. If a problem arises with the Facility Renter's invited guest, and Red Fez Shrine Club's staff is forced to stay past documented scheduled hours, a penalty fee of \$20.00 per 30 minutes can be subjected to the Facility Renter's security deposit. This penalty includes arrival and departure of any person you may have invited or contracted for service including friends, family, family members, caterers, florists, musicians, photographers, videographers, decorators, etc.... Event set-up will begin no earlier than the scheduled rental time in the facility and takedown must be completed by the end of the rental time. Any special needs of independent contractors will need to be scheduled with Red Fez Shrine Club prior to the event.

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RENTAL FEE / CANCELLATION / SECURITY / DAMAGE DEPOSIT POLICY

The Security and Damage Deposit for the facilities is \$500.00.

A completed and signed Facility Use Agreement along with the Security Deposit is required within 5 working days of verbal agreement to secure your rental date.

The Full Rental Cost Payment is Due 30 days prior to the date of your scheduled event.

All Payments Must be Paid using a Personal / Certified Check, or Cash.

No Credit Card Payment Is Allowed. If So, and Additional 4% Processing Fee Is Required.

The deposit fees are over and above the rental fees, and are not to be considered part of the balance. Your security deposit is never documented as income received. If no damages or additional expenses are accrued in connection with your event, the full security deposit amount will be returned to the Facility Renter, the exact person executing and signing the Facility Use Agreement, within 14 days following your scheduled event.

Multiple Day Event Package Change To Single Day Event:

When a Multiple Day Event Package has been documented, signed for, and reserved, Red Fez Shrine Club is already confirming the scheduled dates, and notifying all future Facility Renter inquiries that those Rental Dates are no longer available. If a Multiple Date Event Package once booked, is being changed by the Facility Renter to a Single Day Event, the Facility Renter acknowledges that this change can be made by Red Fez Shrine Club for them, but the Facility Renter's Security Deposit will be Completely Terminated/Forfeited in Full.

The Facility Renter understands that by Renting the Facility, Red Fez Shrine Club is making the reserved date unavailable to anyone else, thus in the event of a cancellation, the Security Deposit will be Terminated/Forfeited and will not be returned.

All requests for cancellation must be in writing by the person who executed the Facility Use Agreement.

INITIAL HERE_____

PERSONAL PROPERTY / ITEM STORAGE / ITEMS LEFT BEHIND

The Red Fez Shrine Club does not provide storage or security for any items that may be associated with your wedding, reception, business meeting, or special event. The Red Fez Shrine Club is not responsible for any assets or personal items left behind during or after an event. Any personal property supplied by you or a independent contractor (decorations, appliances, televisions, video recorders, projection equipment, music / sound equipment, or any other items, etc...) will be your sole responsibility or that of the independent contractor. All physical items must be removed and cleared from the facility at the conclusion of your event. The Red Fez Shrine Club is not responsible for maintaining or keeping any left items.

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FOOD / CATERING POLICY

ALL FOOD served must be provided through a Commercial Licensed Catering Service. The Facility Renter acknowledges that **NO Personal Food Items are Allowed to be Brought on the Property by Their Selves or by Their Invited Guest.** Any outside Licensed Catering Contractor will need to be Commercially Licensed, Health Grade Inspected, covered under a minimum \$2,000,000.00 Liability Insurance Policy, and will be subject to the Rules and Regulations required by The Red Fez Shrine Club for use of the facility.

All food and beverage charges are in addition to the facility rental fees.

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ALCOHOL POLICY

The ONLY ALCOHOL allowed on the property for ANY and ALL functions is what is Provided By The Red Fez Shrine Club. Unless it is personally contracted through The Red Fez Shrine Club, NO OTHER TYPE OF ALCOHOL is allowed to be brought on their property, or in their facility, at any time. Any violation of this rule will atomically result in the forfeiture of the Facility Renter’s Security Deposit, and we may request that you and your invited guest vacate the premises, and the proper authorities will be notified.

Under no circumstances is any other type of alcohol to be brought onto the premises, nor served, nor is it allowed to be consumed on any part of The Red Fez Shrine Club property, unless it is approved by The Red Fez Shrine Club. **The legal North Carolina drinking age will be strictly enforced, so please advise your guest to have a photo I.D. available.**

All food and beverage charges are in addition to the facility rental fees.

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DECORATIONS

The Red Fez Shrine Club will provide the inside tables and chairs for your event, as well as the normal decorations of the Facility as seen and agreed upon during the Rental Agreement. No personal items are to be tacked, pinned, nailed, glued, etc... on any surface inside or outside of the Facility. Bows and ribbons must be attached using wire ties or some type of non-damaging support only. Any candles brought into the Facility by you personally, or an outside decorator, must be dripleless and / or are required to be in some type of support stand or container to avoid dripping wax.

The Red Fez Shrine Club does not approve the use of glitter, confetti, or fireworks in the Facility or on or about the grounds. During wedding receptions only, Red Fez Shrine Club approves the use of birdseed to be thrown for wishing the bride and groom well, but the birdseed is only allowed to be thrown outside, and away from the entrance of the Facility. If it is thrown inside, or tracked back into the building, and damage to the floors are seen, a cost can be deducted from the Renters Security Deposit to repair the flooring.

Blowing bubbles are allowed, but like the use of bird seed, all use must be done outside. It must be monitored and restricted if used inside due to the soap bath floor that it can create. If spilled, or blown in excess while inside, it can cause a slippery area for accidents while walking. The Facility Renter accepts full responsibility if they provide and use any product that creates a slippery walk area, or causes personal problems, to the point that someone falls or gets hurt. All decorating must take place during your documented rental time period, and must be approved prior to the event by The Red Fez Shrine Club.

INITIAL HERE_____

PARKING

Parking is allowed and permitted on all graveled and paved approved parking areas. If additional parking is required, The Red Fez Shrine Club can designate parking on some grass areas. Main public roadside parking is discouraged and not allowed. Vehicles are not allowed to drive on the grounds, through the housing, or non-designated official parking areas.

INITIAL HERE _____

UNAVOIDABLE WEATHER / COMMERCIAL PROPERTY THEFT - DAMAGE

The Red Fez Shrine Club is not held accountable or responsible for any unforeseen, uncontrollable, or unavoidable weather that could affect the Facility Renter’s event prior to the event starting, or while actually during the scheduled event. The Red Fez Shrine Club is also not held accountable or responsible for any personal property damage, robbery, fire, or unforeseen commercial damage that might happen Before or During the Facility Renter’s scheduled event.

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DAMAGES / CLEAN UP

The Red Fez Shrine Club will contract a professional cleaning service to be responsible for the clean up of the floors, tables, and chairs as provided by The Red Fez Shrine Club. **The Facility Renter, or their Individual Contractor is required to remove all trash, boxes, flowers, flower petals, decorations, food, etc. that are used as any part of the event setup. Excessive trash or garbage found in or around our common areas and parking areas is also the responsibility of the Facility Renter and / or the Individual Contractor. All trash is to be wrapped, carried, and stored in the trash vault container. The Facility Renter’s security deposit will be held if the facility has been left in an unacceptable manner.**

If any Red Fez Shrine Club personal or structural damage occurs, the repair service required will be contracted by The Red Fez Shrine Club and will be assessed from the Facility Renter’s Security Deposit. If damage occurs beyond the Security Deposit amount, an assessment will be made and charged to the individual signing the contract. Non-payment of any charges over and above what might be covered by the security deposit will be pursued legally if necessary.

- No fireworks of any kind are allowed and this includes sparklers.
- No pets are allowed on or in the facility, except animals aiding the visually or physically impaired.
- No loud music from car stereos is permitted at any time.
- No music or outside demonstrations, congregating, or informal meetings are allowed after 10:00 pm to comply with local noise ordinance restriction laws.
- Uwharrie Vineyards has the right to request any person or group of people acting contrary to the rental regulations or sound policy to leave the premises. Assistance from the local Sheriff or Highway Patrol will be acquired if this request is not immediately met.

INITIAL HERE _____

I, _____ (Print Full Name)
As the documented Facility Renter, have read and have initialed each category and hereby do acknowledge the rules and regulations as they apply to myself, and all guests at my function.

I understand that any rule that has not been explicitly expressed in the Rules and Regulations is still subject to approval by Red Fez Shrine Club in writing within 14 days prior to the date of the event. I understand that all outside individual commercial contractors that I select to use is 100% my personal responsibility and accountability. I further understand it is my obligation to inform all participants, guests, individual and business contractors of these rules and regulations.

SIGNATURE

_____/_____/_____
DATE

SPECIAL INTEREST: _____

