



Hadi Temple Facility Rental Agreement

Renters Information

Name: _____ Organization: _____

Address: _____

Email: _____

Phone: _____ Other Phone: _____

Event Information

Event Type: _____ Number of Attendees: _____

Date of Event: _____ Start Time: _____ End Time: _____ Setup Time: _____

Caterer: _____ Will Alcohol Be Served? Yes No

Notes: _____

Ballroom Conference Room Card Room Audio Visual Equipment Needed? Yes No

Renter agrees to rent selected premises from Hadi Temple, located at 6 Walnut Street, Evansville, Indiana 47708 under all the terms listed in this agreement.

1. Renter agrees to pay a rental price of \$ _____, which includes applicable tax and security charge, for the use of the premises for the above-described event. A non-refundable room rental deposit equal to \$500 is required at the time this agreement is executed. Rooms will not be held, and services will not be performed without the required deposit and signed rental agreement on file in our office. Balance of rental fee is due at least (1) one month prior to the event date. Failure to pay the balance by the due date will result in the cancellation of the reservation.
2. Included in the rental price is the use of approximately 33 60-inch round tables, approximately 12 8-foot-long tables, approximately 300 chairs, set-up of tables, breakdown, and cleanup. Rental of silverware, china, glassware, and linens is available at an additional charge.
3. Renter has inspected the premises and accepts the premises "as is".
4. Renter agrees to keep the interior of the premises in good order at all times during the period of rental, including, but not limited to keeping unrestricted access to the emergency exits.

Hadi Representative	Printed Name	Title	Date
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Renter Signature	Printed Name	Title	Date
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Name:

Organization:

Hadi Temple Facility Rental Agreement

Terms and Conditions continued

5. Renter agrees not to cause or permit guests to cause damage to the premises, fixtures, and parking facilities. The Hadi Shriners reserves the right to inspect and control all functions. Renter agrees to be responsible and pay for any damage done to the premises or any other part of the Hadi Temple property, including parking facilities by Renter, his guests, employees, independent contractors, or other agents under Renter's control. Any damage done to the premises will be reviewed by the Hadi Shriners General Manager, charged accordingly, and billed to the Renter.
No nails, screws, staples, or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed. Only low-tack tape is allowed on our floors and walls. Any damage will be charged after your event.
6. Renter expressly waives all claims of liability against the Hadi Temple and the Hadi Shriners arising out of Renter and its guests and any other person using the Hadi Temple premises, including, but not limited to parking facilities. Renter shall maintain, with respect to the Leased Premises, commercial/personal general liability insurance with limits of not less than \$1,000,000.00 for bodily injury or property damage from any one occurrence and name Hadi Shriners as additional insured. A certificate of insurance shall be delivered to the Hadi Office on or before the commencement date of the event.
7. Renter of the facility shall save harmless and indemnify Hadi Shriners from all injury, loss, claims or damage to any person or property while on the Hadi Temple's premises, unless caused by the negligent acts or omissions of Hadi Shriners, its employees, agents, licensees, or contractors.
8. The Hadi Shriners will not accept any responsibility for damage to or loss of personal property or equipment left in the Hadi Temple prior to, during, or following the Renter's function. All personal property must be removed immediately following the Renter's event.
9. The Indiana Alcoholic Beverage Commission regulates alcoholic beverages and service. As the licensee, Hadi Shriners are responsible for the administration of these regulations, and they will be strictly enforced during the Renter's event. All alcoholic beverages must be supplied by our in-house restaurant or Hadi Shriners and must be dispensed in accordance with the Indiana Alcoholic Beverage Commission. Alcoholic beverages cannot be brought in or removed from the building under any circumstances. Hadi Shriners reserves the right to end any function, without refund, for outside alcohol brought in by the Renter or guest. Renter agrees that if outside alcohol is discovered, Hadi Shriners reserve the right to fine the Renter \$500.00.
10. If Renter is using an outside caterer, Hadi Temple must ensure the outside caterer's operation is fully compliant with both local and state guidelines. The caterer must obtain a Food Service Establishment Permit from the Vanderburgh County Health Department. The Renter agrees to provide the permit to Hadi Temple prior to the start of the event.
11. Security is required at all events held at the Hadi Temple. Uniformed security officers provided by the Hadi Shriners at a rate of \$80.00 per hour with a 4-hour minimum. One officer is required for every one hundred and fifty (150) people in attendance. The cost of security is the responsibility of the Renter.
12. Hadi Temple and Hadi Shriners will not be liable for non-performance of this contract when such non-performance is attributed to labor troubles, disputes or strikes, accidents, government regulations, Acts of God, weather, or other causes whether enumerated herein or not, which are beyond reasonable control or prevent or interfere with the performance of Hadi Temple.
13. Renter agrees that Hadi Shriners reserve the right to charge Renter for excessive cleaning, damage, or events that are held outside of the agreed-upon start time and/or end time.

Deposit \$ _____ Charge Date: _____ Remaining Balance \$ _____ Charge Date: _____

Name as it appears on card: _____

Credit Card Billing Address: _____

Card held on file and will be charged for damages, fines, excessive cleaning, or events that are held outside the agreed-upon start time and/or end time. Cardmember acknowledges receipt of goods and/or services in the amount of the total agreed upon prior and is listed in this agreement. Cardmember hereon and agrees to perform the obligations set forth by the cardmember's agreement with the issuer.

Credit Card Number: _____ Exp Date: _____ CVV: _____

Authorized Signature: _____ Date _____