

# HADI SHRINERS



6 Walnut Street • PO Box 1 • Evansville, IN 47701-0001  
Telephone: 812-423-4285 • Fax: 812-421-4477  
www.hadishrine.org

## 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 on 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 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, and glassware available through Riverwalk. If an outside caterer is used an additional \$250 cleaning fee will apply.

\_\_\_\_\_  
Hadi Representative Printed Name Title Date

\_\_\_\_\_  
Renter Signature Printed Name Title Date

\_\_\_\_\_  
Renter Signature Printed Name Title Date

# Hadi Temple Facility Rental Agreement

Terms and Conditions continued

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.
5. Renter agrees not to cause or permit guests to cause damage to the premises, fixtures, and parking facilities.
6. Renter expressly waives all claims of liability against the Hadi Temple and the Hadi Shriners arising out of the Renter and its guests and any other person using the Hadi Temple premises, including, but not limited to parking facilities.
7. The Hadi Shriners reserves the right to inspect and control all functions. The Renter agrees to be responsible and pay for any damages done to the premises or any other part of the Hadi Temple property including parking facilities by the 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 Renter.
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. 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, it employees, agents, licensees, or contractors.
10. Renter shall maintain with respect to the Leased Premises, commercial 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.
11. 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 Renter's event. All beverages must be supplied by Riverwalk and must be dispensed in accordance with Indiana Alcoholic Beverage Commission. Alcoholic beverages cannot be brought in or removed from the building under any circumstances. Hadi Shriners reserve the right to end any function, without refund, for outside alcohol brought in by Renter or guest. Renter agrees that if outside alcohol is discovered Hadi Shriners reserve the right to fine the Renter \$500.00.
12. Security is required at all events held at the Hadi Temple. Uniformed security officers provided by the Hadi Shriners at a rate of \$60.00 per hour with a 4-hour minimum. One officer required for every one hundred and fifty (150) people in attendance. The cost of security is the responsibility of Renter.
13. 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.

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

Name as it appears on card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Cardmember acknowledges receipt of goods and/or services in the amount of the total agreed on 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: \_\_\_\_\_ 2