



## Auburn Elks Lodge Facility Banquet Rental

### Policies and Procedures

#### **\*Please Read Before Signing \***

1. A deposit of the full facility rental of \$200.00 is required to reserve your event date. (This deposit is non-refundable)
2. Please provide us with your guest count at least 10 working days prior to your event. You will be billed for that amount. We will prepare for an additional 10% over your count for unexpected guest. Additional guest and services will be billed at contract rates. Maximum capacity is 200 guest.
3. Menu prices are subject to change and can not be guaranteed earlier than 45 days prior to your event.
4. A service charge of 17% will be added to all food, beverages and related charges for your event.
5. Service charges are subject to sales tax. (California Dept. of Equalization)
6. All bills are due and payable at the conclusion of your event.
7. Food or beverage from outside sources is not permitted with the exception of a special cake.
8. No alcoholic beverages other than those provided the Auburn Elks Lodge may be consumed on the premises. No alcoholic beverages are permitted outside of the service area and none are permitted to leave the premises.
9. Minors will not be served alcoholic beverages.
10. Smoking is prohibited within the lodge facility. Rice and birdseed are prohibited inside and outside the Lodge facility.
11. Decorations are not allowed on the walls or ceiling of the banquet facility without prior Lodge approval. And the Auburn Elks Lodge is not responsible for such décor.
12. The Elks Lodge is not responsible for any lost, damaged, or stolen articles.
13. All entertainment provided by banquet clients must be approved by the Lodge.
14. Banquet clients will be charged for all theft from or damages to the Elks Lodge whether intentional or unintentional inside or outside the facility.
15. Absolutely no advertising is allowed in any form what so ever of this event as being open to the public.
16. The Auburn Elks Lodge, it's food providers, or employees are not responsible for the failure of this contract due to circumstances such as weather conditions or restrictions on travel, utility providers, food or beverage delivery, governmental regulation or any other causes not clearly within the control of the Lodge.

I have read, understand and will abide by the stipulations of this agreement.

Print Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_