

**ROSEVILLE EAGLES #1582 OF THE FRATERNAL ORDER OF EAGLES
HALL & SOCIAL ROOM EVENT RENTAL AGREEMENT**

This Rental Agreement is made by and between Roseville Eagles #1582 of the Fraternal Order of Eagles ("Eagles") and the Renter identified below for the rental and use of the Eagles Hall and Social Room, located at 124 Vernon St, Roseville CA 95678.

RENTER INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Rental Date: _____

Nature of Event: _____

Expected Number of Guests: _____

RENTAL TERMS

1. Spaces Rented:

Includes the upstairs meeting hall and kitchen. The Club Room (Social Room) may be included upon request.

2. Rental Hours:

- Hall: 8:00 AM – 12:00 AM. 6-hour maximum. Longer periods for additional cost.
- Club Room (if included): 5 consecutive hours between 8:00 AM – 12:00 AM, selected by renter. Additional hours may be added (up to midnight) at \$25/hour per bartender, with bartender approval.

3. Fees & Payments:

- Security Deposit: Due at contract signing to secure the date and cover potential damages or violations.
- Rental Fee: Due no later than 30 days before the event.
- Alcohol/Bar Prepayments: Due with rental fee or directly to bartender before the event.

4. Cancellations & Refunds:

- 60+ days' notice: Full refund
- 30–60 days: 50% of deposit retained
- 15–30 days: Full deposit + 50% rental fee
- 1–15 days: Full deposit + full rental fee
- Prepaid alcohol may be refunded if orders can be canceled.

5. Security & Supervision:

- Eagles may require hired security at renter's expense for certain events.
- Events charging admission require a city permit and professional security.

6. Insurance:

- Provided by Renter – Required Minimum General Liability Coverage:
- All size Groups – \$1,000,000/\$2,000,000 aggregate

7. Liability:

- Eagles are not liable for injuries or property damage during the event.
- Renter indemnifies Eagles and agrees to hold them harmless.

8. Clean Up:

- Renter is responsible for cleaning all used areas and returning tables/chairs to original condition unless noted otherwise in Addendum.

9. Alcohol Policy:

- All alcohol must be provided and served by Eagles staff.
- No outside alcohol permitted.
- Alcohol can be consumed throughout the hall but not outside.

10. Use of Property:

- Tables, chairs, kitchen counters, warmers, refrigerator, and ice machine are included.
- Use of Smart TV allowed; renter provides own device.
- ADA chair lift may be used for people with prior permission and training.

11. Additional Provisions:

- No use of private Eagles equipment or supplies unless approved by Agent/Event Planner.
- Club Room pool tables may be used during open hours; dart boards are off-limits.

ADDENDUM ITEMS

Addendum A: Clean-Up Service Buyout

If the renter elects to opt out of returning tables/chairs and cleaning used kitchen surfaces & sweeping hall and kitchen floors the Eagles may provide their cleanup service for an additional fee. This must be prearranged and noted in the rental reservation agreement. All other cleanup responsibilities remain in effect.

Addendum B: Alcohol Preorders and Special Requests

All alcohol must be purchased through the Eagles. Renters may pre-order kegs, wine, champagne, or special requests by coordinating with the Eagles Event Planner at least 30 days before the event. No outside alcohol is allowed.

Addendum C: ADA Lift Training Acknowledgment

The ADA lift is available for transporting individuals between floors only. Only trained individuals may operate the lift. Training must be scheduled prior to the event.

Unauthorized use or misuse may result in forfeiture of the security deposit.

Addendum D: Rental Equipment

The Eagles' utensils, dishes, silverware, pots, pans, tablecloths, and coffee makers are not included in the rental. These may be rented separately through the hall agent or Event Planner. Availability is limited and should be confirmed in advance.

Addendum E: Security Requirements

Events deemed high-risk or those charging admission may require bonded security personnel. If applicable, renters must arrange security with a licensed provider and provide proof to the Eagles no later than 7 days before the event.

SIGNATURES:

Renter Name: _____

Renter Signature: _____

Date: _____

Eagles Agent Name: _____

Eagles Agent Signature: _____

Date: _____