

CAPTAIN JOHN C POST LODGE No 44

FRATERNAL ORDER OF POLICE

DAYTON, OHIO

CONTRACTUAL AGREEMENT

This contract is between (_____ RENTER) And the Fraternal Order of Police, Captain John C. Post #44, for the rental of its front hall, kitchen area, and equipment. Additional charges apply for the use of the ice machine and/or deep fryers. Rental does not include use of any outdoor equipment or outdoor facility. This signed contract and the deposit must be received within one week of a verbal agreement or it will not be honored.

The rental date is _____,

from _____ to _____

This rental is with the full understanding and compliance of the following provisions:

Rental of the hall, kitchen area, and equipment (less ice machine and deep fryer)

For non-members the base rate is \$550.00 for five (5) hours, and a fish fry is \$650.00.

For members the base rate is \$250.00 for (5) hours, a fundraiser is \$550.00 and a fish fry is \$650.00

For associate members the base rate is \$350.00 for (5) hours, a fundraiser is \$550.00 and a fish fry is \$650.00

1. Includes opening of the kitchen area and equipment two (2) hours immediately prior to the contracted time.
 - a. Catering and DJ Services must also use this two-hour time period for set up.

2. Includes opening of the front hall for a period of two (2) hours for set-up of the event. May be at a time other than just prior to the event, if scheduled in advance.
 - a. Each additional hour for the use of the hall will be at the rate of \$60.00 per hour.
 - b. Use of the deep fryers will be an additional \$50.00 per event & must be cleaned.
 - c. Use of the ice machine will be an additional \$25.00.
 - d. Oven usage is for re-heating purposes only and must be cleaned by renter.
 - e. An additional \$25 fee will be assessed for opening the hall at a time unconnected to the event.
3. One hundred dollars (\$100.00) deposit is required at the signing of this contract, to be paid by renter. The deposit is not part of the rental payment and will be returned in full, if there is not damage or misuse of said property. The rental fee is due at time of the set up.
4. Renter agrees to be fully responsible for damages occurring to the rental areas (front hall, kitchen, and restrooms) during the rental. Deposit will not be returned, if there are any damages.
5. Renter agrees to be fully responsible for Lodge property that is removed from the premises without authorization. All or a portion of the deposit may not be returned, if Lodge property is found to be missing.
6. No property is to be left at the hall after the rental, and any property left is at the owners' loss.
7. If serving alcohol, the renter is responsible for any underage drinking and for any alcohol related incident or any type accident that may occur on or off the Fraternal Order of Police Lodge premises. Renter is also responsible for all minor children.
8. The outside grounds are not to be used by the Renter and party attendees. The pond is off limits and its use is strictly prohibited. The Renter is responsible for ensuring there is no unnecessary loitering in the parking lot.
9. The cancellation of the rental and partial return of fees is as follows:
 - a. Four (4) weeks prior to the scheduled event is a forfeiture of \$40.00.
 - b. Within the last four (4) weeks of scheduled event is a forfeiture of the full \$100.00 deposit.

c. Extenuating circumstances to be evaluated on case-by-case nature of the Lodge #44 Executive Board.

10. Cleaning of the hall is included in the rental fee and will be done by members and/or employees of Captain John C. Post Lodge #44 as approved by the Trustees of Lodge #44.

- ❖ The maximum occupancy for the facility is 225 people. The renter is responsible for limiting the party attendees to this number.
- ❖ Do not use our trash barrels to ice beer or pop. Bring in your own containers.
- ❖ Do not throw rice anywhere on F.O.P. property. Do not use confetti, metallic sprinkles or glitter for decoration.
- ❖ Do not leave any trash in the parking area.
- ❖ All extra tables & chairs that have been removed from the storage room must be returned to the storage room.
- ❖ Any tables in the main hall that have been moved must be returned to their original location.
- ❖ Do not put chairs back on tables, leave on floor so chairs & tables may be cleaned by employees of the lodge

Signature of Renter _____ Date _____

Address: _____ Telephone No. _____

Deposit paid by: _____ Date paid: _____

Deposit to be returned to: _____

Address: _____

Make all checks payable to: F.O.P. Lodge No.44

Phone Number: (937) 237-7293

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For Lodge Use Only

Base Rate: \$ _____

Contracted Time (hours): _____

Plus Additional Cost: \$ _____

Additional Time (hours): _____

Deep Fryer Use: \$ _____

Ice Machine Use: \$ _____

Additional Cost: \$ _____

Unconnected Time (hours): _____

Total Payment: \$ _____

Date Paid: _____