



MUSTANG MASONIC LODGE #407

Ancient Free and Accepted Masons
406 East S.H. 152
Mustang, OK 73064
Mustangmasons407@gmail.com



RENTAL AGREEMENT

This rental agreement is entered into on this _____ day of _____, 20____, by and between Mustang Lodge #407, A.F. & A.M., 406 E. S.H. 152, Mustang, Oklahoma, hereinafter referred to as RENTOR, and the following:

Applicant's Name (print legibly): _____
Company or group: _____
Address: _____ City: _____ State: _____
Phone: _____ Cell: _____ Email: _____
Date and time of rental requested: Date: _____ Time: _____ to _____
(These times must include setup prior to the event and cleanup after the event.)
Anticipated number of attendees: _____
Is this a come and go event? YES ☐ NO ☐
Proposed use: _____

Applicant shall hereinafter be referred to as RENTER.

1. RENTAL FEES ARE AS FOLLOWS: For the first hour of use of the Lodge dining room and associated facilities for all events except as identified in paragraph 3, the fee shall be \$150.00 (One Hundred Fifty Dollars). For each additional hour or any portion thereof, the fee shall be \$100.00 (One Hundred Dollars) per hour. A maximum daily rental fee for all-day events (all-day is defined as 8:00a.m to 10:00p.m) is capped at \$500.00 (Five Hundred Dollars) per day. **All Rental Fees and Security Deposits shall be paid upon execution of a RENTAL AGREEMENT.**

2. SECURITY DEPOSIT: A security deposit of \$300.00 (Three Hundred Dollars) shall be deposited with the execution of this Agreement. This security deposit shall be returned to the Renter after a careful inspection of the facilities following the event. Said deposit is intended to assure that the facilities are left in the same condition as before the event for which it is rented. If part or all of the funds so deposited are needed to clean or repair the facilities to restore them to a clean and undamaged condition, then the remainder of the funds shall be refunded after clean-up or repair of the facilities have been completed by the Lodge.

3. RESTRICTED USE: The kitchen stove, cook-tops, ovens, coffee maker, etc. shall not be utilized in any way by Renter. The counter tops and sinks may be utilized for preparing dishes, drinks, etc., but **in no way shall any food be cooked inside the facilities by Renter.** The Renter may bring food and drinks into the facility and serve them to guests. Renter will be responsible for cleaning the dining room, kitchen, restrooms, entry way and any other areas used by Renter, after the event, bringing them back to the same condition as before their event, or they may forfeit all or part of their Security Deposit (See paragraph 2, above).

Renters are required to furnish all their own coffee, coffee makers, soft drinks, filters, condiments, plates, napkins, utensils and cups, and any other items or supplies needed for their event.

No pets or other animals of any nature will be allowed within the building unless said animal is an approved ADA service animal.

NO ALCOHOLIC BEVERAGES WILL BE TOLERATED ANYWHERE ON THE PREMISES, INCLUDING THE GROUNDS OF THE BUILDING. Any abuse of this rule shall result in the immediate termination of this Agreement and the full forfeiture of all Rental Fees and Security Deposit.

The building will never be used for events that could cause damage to the building or any of its components such as the carpets, tables, walls, etc. This includes indoor rummage sales and events where large items must be carried or rolled into the dining area. Nothing is to be attached to any of the walls, ceilings or floors of the facility that might leave holes or residue tape, discoloring the paint, marring any of the surfaces of the tables, walls, floors, etc.

It is agreed by all parties that with the use of the Mustang Lodge, no political activities or events are permitted. Any abuse of this rule shall result in the immediate termination of this Agreement and the full forfeiture of all Rental Fees and Security Deposit.

This Lodge Building is a NON-SMOKING building. Smoking is only permitted outside of the building. Any abuse of this rule shall result in the immediate termination of this Agreement and the full forfeiture of all Rental Fees and Security Deposit. Outside smoking areas will be cleaned of smoking debris.

The Lodge Building contains restricted use areas including, but not limited to the museum, the Lodge room, and the garage. These areas can only be accessed under the supervision of the Lodge representative present during the event (ref paragraph 4 below.)

4. LODGE REPRESENTATION: A Member of Mustang Lodge #407 will be present during any proposed use of the building for the entirety of any event to assure compliance with the restrictions and rules regarding the use of the building. The Lodge will provide someone to be present at all events at no additional cost to the Renter. This person will be responsible for opening and securing the building at the identified times.

5. INDEMNITY OF LODGE: It is hereby agreed by the parties that Mustang Lodge #407 shall be held harmless from any claim made by any party for any damages to persons or the property of Renter or its guests or their vehicles, arising out of the use of the facilities by a Renter, either inside the Building or anywhere on the grounds of the Lodge. No security is provided by the Lodge. No warranties or guarantees are made or implied by the Lodge or by this Agreement, concerning security other than normal and proper care for the facilities. The Renter hereby assumes all other risks.

6. SAFETY EQUIPMENT: The Lodge Building is equipped with the proper safety equipment required by the local city code, including fire extinguishers, first aid kit, etc.

7. PROPOSED USE: The proposed use of the facilities described herein shall be written in the proper space at the top of this form. **All Renters** are required to limit their use to the stated use

contained in this Agreement. Any abuse of this rule shall result in the immediate termination of this Agreement and the full forfeiture of all Rental Fees and Security Deposit.

8. EQUAL TREATMENT: All of the rules and regulations herein contained shall apply to any, and all Renters, without regard to the status of the Renter, be they Masons, private parties, or charities. The rules herein contained shall apply to all equally.

9. ALLOWED CAPACITY: The Lodge is equipped to accommodate groups of up to 200 persons. Any event that would attract more than the legal occupancy number is therefore prohibited unless specifically agreed to by the parties by instrument in writing. Come and go events may attract more than 200 so long as the total occupancy of the building at any given time does not exceed the allowed 200 persons.

10. ENTIRE AGREEMENT: This Agreement constitutes the whole Agreement between the parties and no other agreement is implied other than the written content of this Agreement or any written amendment hereof, signed by the parties hereto.

This Agreement is hereby made and entered into on the date signature applied. The parties hereto this Agreement hereby acknowledge their mutual agreement by setting their hands hereto as follows:

RENTOR:

MUSTANG MASONIC LODGE #407

P. O. Box 361 (406 E. S.H. 152)

Mustang, Oklahoma 73064

By: _____
(Signature) (Date)

Name: _____ Title: _____
(Printed Name, of Lodge Officer)

Phone No.: _____ Email: _____

RENTER:

By: _____
(Signature) (Date)

Name: _____ Title: _____
(Printed Name)

Phone No.: _____ Email: _____

RENTAL AND SECURITY DEPOSIT RECEIPT: (Please make 2 separate checks) Receipt is hereby acknowledged for a Rental Fee in the amount of \$_____, plus a Security Deposit in the amount of **\$300.00, (Three Hundred Dollars)**. For a total received of: \$_____.

Received By: _____
(Signature) (Date)

Name: _____ Title: _____
(Printed Name, of Lodge Officer)

Phone No.: _____ Email: _____