

The Lodge

@Odd Fellows Hall

**Independent Order of Odd Fellows
Davis Lodge 169 and Davis Rebekah Lodge 253
415 2nd Street, Davis, California 95616**

Personal Use of the Hall by Davis Lodge Members in Good Standing

All members in good standing over the course of a two year period of time are entitled to one free use of the Hall every three years for a personal Event. Applicant must meet any one of the following requirements:

- a) Applicant has attended a minimum of six regular lodge meetings during the past twelve months.
- b) Applicant is a Committee Chair or Co-Chair on at least one of our annual lodge sponsored events anytime over the past three years.
- c) Applicant has served in an elected lodge position at least once over the past three years.
- d) Applicant has served in an elected state level (order related) position.

Personal Events are defined as birthdays, anniversaries, graduations, etc. – these are Events that are self-run and do not require the services of the Hall Board.

Members wishing to use the Hall for an approved personal Event should first check the Lodge calendar to see if the Lodge is available. <http://rentdavislodge.com/calendar.html>

Members requesting this one-time use of the Hall must complete the regular Reservation Application and Agreement form (page 3 thru page 8 of this document).

The Member Personal Use Addendum referred to on the Reservation Application and Agreement form must also be completed (page 9 and 10 of this document).

Once the Reservation Application and Agreement form has been completed, the member will need to set up a booking appointment with the Hall Board Designated Representative to discuss the booking. To set up this appointment the member can either call the Lodge at 530-758-4940 or send an email to info@rentdavislodge.com.

A reservation is not considered complete and will not be held on the calendar until the Reservation Application and Agreement form has been approved by the Hall Board.

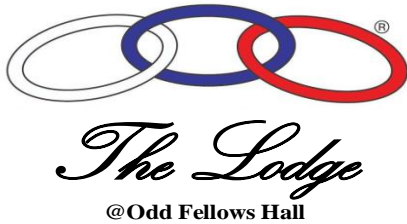
If a member would like to have a bar at their event, the member must first complete the Bar Request Form (page 11 of this document). The alcohol to be used for the bar must be approved by the Hall Board. All proceeds from the bar will be retained by the Hall. This will be discussed at the booking appointment.

If the member wishes to use the kitchen for their personal Event, a fee of \$100 will be charged to pay a Hall Board Representative to return the kitchen to the condition required in order to be ready for the next user. This fee will be waived if a Hall approved caterer is used for the Event. This will be discussed at the booking appointment.

If a member contracts with the Hall Board to use Hall equipment at their Event, the member must first complete the Hall Equipment Request Form (page 12 of this document). The use of any and all equipment to be used by the member must be approved by the Hall Board Representative. This will be discussed at the booking appointment.

Members will not be charged a booking fee, but they will be required to pay the standard \$300 security deposit for this one time, free use of the Hall. At the end of the Event, if the Hall is not returned to the condition it was found in (i.e., rental ready), a Hall Board Representative will be hired to return the Hall to the proper condition. The cost of this will be deducted from the security deposit. If the member wishes to hire a Hall Board Representative for the Event, the member should state this on their application under #15, *Special Instructions*.

If there is damage to the lodge or the equipment used during the Event, the member will be charged the cost of all repairs or replacement. These charges will be fully detailed and explained to the member prior to presentation of the bill for the cost of the repairs or replacement. The security deposit will be used to cover the expenses and if there is a remainder due, the member will be asked to pay this remainder within 15 days after Event. If there are no expenses to be deducted from the deposit, the full deposit will be returned within 15 days after the Event. If expenses are going to be deducted and they are less than the security deposit, remaining funds will be returned within 15 days of after the Event.



Reservation Application and Agreement

(Please Print Clearly)

IOOF Hall Board Association, Inc.,
Davis Odd Fellows Lodge# 169, and
Davis Rebekah Lodge #253
415 2ND St, Davis, CA 95616
530.758.4940 Office
530.758.2768 Fax
www.davislodge.org

1. Date Submitted: _____
2. Have you used the Hall in the past for a personal event? _____
If Yes, Please indicate date and name of function: _____
3. Lodge affiliation(s) – check all that apply and complete the Member Personal Use Addendum form:
 - Davis Odd Fellows Lodge #169
 - Davis Rebekah Lodge #253
 - Davis Encampment #21
 - Canton Davis #7.
4. Applicant: _____
Address: _____
City/State: _____ Zip Code: _____
Phone (Cell): _____ Phone (Home/Work): _____
Email: _____
5. Additional Contact Person: _____
Address: _____
City/State: _____ Zip Code: _____
Phone (Cell): _____ Phone (Home/Work): _____
Email: _____
6. Applicant hires from Hall, and Hall provides to Applicant the Hall's:
 Lower Hall Upper Hall Both Upper & Lower Halls
 Kitchen Conference Room Bar Hosted or Non-Hosted
Located at 415 2nd Street, in downtown Davis, CA, for holding the Event, on the date and during the hours, and on the terms and conditions all as set forth below:
7. Event Date(s): _____ Day(s) of The Week: _____
8. Event Times (inclusive of setup & cleanup): Setup _____ Start _____ End _____ Finish _____
9. Event description: _____
10. Event Attendance: _____
Note: Lower hall capacity is 96 Banquet & 125 Standing
Note: Upper hall capacity is 160 Banquet & 200 Standing



Reservation Application and Agreement

11. Your event will not be confirmed until the following fees are submitted:

Security deposit: \$300.00 Submit check in the sum of \$300 payable to "*The Lodge.*"

12. Additional Fees: \$ _____ Additional fees are due in full no less than 30 days before the Event date.

13. Refund Check Payable To: _____

14. Address to mail Refund Check: _____

15. Special Instructions: _____

Time is of the essence in this Reservation Application and Agreement. In the event of breach of this contract and if legal action is commenced, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs incurred.

This Application does not grant any rights to Applicant or authorize Applicant's use of the Hall until approved by two representatives of the Hall.

The attached Hall Rules and Regulations are incorporated herein by this reference and made a part of this Reservation Application and Agreement.

Applicant represents and warrants that all of the information provided by Applicant in this Application is true and correct, and has read, understands, and will comply with the Hall Rules attached to this Application.

Name of Applicant

Applicant Signature

Name of Hall Board Representative

Hall Board Representative Signature

Name of Hall Board Representative

Hall Board Representative Signature

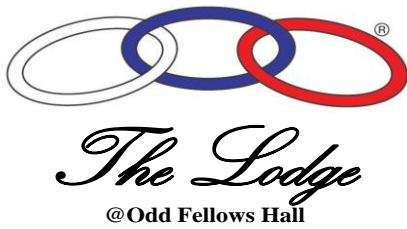


Reservation Application and Agreement

Hall Rules and Regulations

General Information

1. The Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The Applicant signing the Reservation Application and Agreement personally guarantees the obligations of the individual or group using the Hall.
3. Applications and deposits for the Hall will only be accepted by the Hall's Representative, at 415 2nd Street, Davis, CA; telephone (530) 758-4940. This Application does not grant any rights to Applicant or authorize Applicant's use of the Hall until approved by two representatives of the Hall. The Hall reserves the right to refuse use of the Hall to any person or group.
4. A \$300.00 security deposit is required with this Application.
5. The Hall is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the Hall property.
6. The Applicant granted use of the Hall agrees to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold the Hall harmless from all claims and damages arising from their use of the Hall.
7. The Applicant is certifying that they will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation.
8. No animals, except professional service dogs, are allowed in the Hall facility.
9. No smoking or open flames are allowed in or around the Hall facility. State Law prohibits smoking within 20 feet of public entrances.
10. The Hall reserves the right to require that security guards be present.
11. The Applicant may not store items in the Hall prior to the event. Items left for more than 14 days after an event will be considered abandoned and shall become the sole property of the Hall, which will be free to dispose of any such items as it sees fit.
12. On the date of the event, the Hall will be opened and closed by a representative of the Hall. The Hall representative shall have access to the facility at all times and shall not be excluded for any reason.



Reservation Application and Agreement

Facility Information

1. The number of persons in the facility shall not exceed that number which is posted designating occupant load. Facility occupant levels are:
Lower hall capacity is 96 Banquet & 125 Standing
Upper hall capacity is 160 Banquet & 200 Standing
2. There is a possibility of power outages during events. The Hall is not responsible or liable for power outages.
3. The usage includes the facility and available equipment, but does not include the grounds or areas outside the facility (some equipment may require a fee). Equipment and fixtures in the Hall may not be removed or altered under any circumstance. No structural or electrical changes to the Hall may be made. Use of the Hall's podium is allowed only with the "Odd Fellows" signage attached.
4. A facility usage will not be granted (and any Reservation Application and Agreement will be cancelled) under the following conditions:
 - a. Insufficient notice: When a Hall Representative cannot be scheduled, when facilities cannot be prepared, or other conditions cannot be completed in the time between the date of the request and the date of the proposed Event.
 - b. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - c. Prior Circumstances: When Applicant has mistreated the facility or violated facility use policies during a prior event.
 - d. Failure to make payment of security deposit or other required amount(s) within minimum times provided.
 - e. Incompatibility with another facility reservation.
5. Noise levels within the Hall must not violate applicable City ordinances.
6. Birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed; if used, damage fees will be charged.
7. Table decorations and free-standing decorations are allowed. No decorations may be placed on the walls unless adhered with blue painters tape.
8. The Hall's on-site parking is reserved for Odd Fellows and Tenants of the Hall. Ample street parking is available and free after 6pm Monday through Saturday and all day Sundays and Holidays.



Reservation Application and Agreement

Cancellation Policy

1. Cancellation of your reservation by the Hall will occur if:
 - a. The application is found to contain false or misleading information.
 - b. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the Hall facility.
 - c. Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
 - d. Failure to make required payment within minimum times provided.
 - e. If Applicant defaults on or has not completed all conditions and requirements for use of the facility.
 - f. If the facility is needed for emergency use.
 - g. Circumstances arising from natural disasters, power outage, or other unusual situation.
 - h. Failure to obtain required permits.
2. The Hall shall not be liable to Applicant for damages for any cancellation or breach by the Hall.

Fees

1. No later than 30 days before your event:
 - a. Security deposit and any additional fees must be paid in full.
 - b. All permits, licenses and requests to have amplified sound must be submitted to the Hall.
 - c. Plans for all decorations must be submitted to the Hall and approved by this time.
 - d. If these requirements are not met at least 30 days before your event, the Hall reserves the right to cancel reservations without refund of fees or deposits paid.
2. Arrangements for additional equipment must be made at least 30 days prior to the event date.
3. Changes in reservation times or equipment needs must be submitted at least 30 days before event date.
4. The event times indicated on this Reservation Application and Agreement are the arrival and departure time and should include all room setup, caterer setup, decoration, and cleanup time for the event. Applicants are expected to vacate the facility promptly by the time specified on the Agreement.

Permits

1. All necessary permits must be obtained at least 30 days prior to date of event.
2. When alcoholic beverages are being served, the Hall reserves the right to require the user to have security guards present.



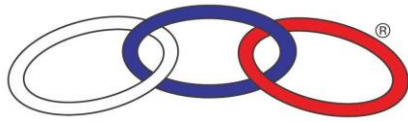
Reservation Application and Agreement

Cleaning

1. Because people tend to "get out for air" during a large gathering and may leave debris behind, it is suggested that all applicants assign someone to check cleanup outside of the Hall. A cleaning fee may be charged if outside cleanup is necessary.
2. The Applicant is liable for the replacement or repair of any fixtures, furniture or equipment damaged at the event. The Security Deposit paid by the Applicant is for cleaning, damage, unscheduled time and overtime and is a refundable deposit if all conditions are met. Each Applicant is **REQUIRED** to do the following:
 - a. All tables and chairs used by a group must be left clean. This includes removing all decorations, tape, and table coverings.
 - b. All decorations must be removed and properly discarded. The use of thumbtacks, staples, nails, glue, or similar hardware or materials to hang decorations is prohibited.
 - c. Rice, bird seed, confetti, glitter, straw, or sand cannot be thrown inside the Hall or outside on the premises.
 - d. If the kitchen is used, the refrigerators, ovens, stove, grill, sinks, dishwasher, and countertops must be left clean.
 - e. Compost bins for organic waste and recycling bins for aluminum, glass, plastic, and paper are available at the Hall. We strongly encourage composting/recycling. Please alert the event cleanup crew and/or caterer about our recycling effort.
3. The Security Deposit is refundable if the facility is left in order and there are no unscheduled/overtime charges, as determined by the Hall Representative. Damages may be assessed after the group has left and the facility is being cleaned. Signing out of the facility does not guarantee a full refund. Any unused Security Deposit shall be refunded within 15 days after the event.

Fire Safety Rules

1. All decorative materials shall be made from a nonflammable material or be treated and maintained in a flame retardant condition by means for a flame retardant solution or process. Fire Department approval may be required. Decorations are not allowed in the lobbies or otherwise outside of the reserved area. Table use in a lobby must be approved.
2. All exit doors shall be unlocked and shall not be obstructed by any means.
3. The number of persons in the Hall shall not exceed that number which is posted designating occupant load. Room occupant levels are listed in the *Facility Information* section above.
4. **No open flame devices, including candles**, are to be used in any assembly area (Sterno™ is OK when used for catering). State Law prohibits smoking within 20 feet of public entrances.



The Lodge
@Odd Fellows Hall

Member Personal Use Addendum
(Please Print Clearly)

Application Date: _____

Lodge Membership: [] IOOF [] Rebekah [] Encampment [] Canton

Member Name: _____

Address: _____

Phone (Cell/Home / Work): _____

Email: _____

Additional Contact Person _____

Additional Contact Person Phone: _____

IOOF/Rebekah Member Rental Rules and Regulations

To use the Hall, Davis Lodge members must submit the Reservation Application and Agreement form with this *Addendum*. Only members who are in “Good Standing” during the course of a two year period of time and meet one of the requirements (a, b, c or d) may use the Hall one time every three years at no cost. Member agrees to abide by all such Rules and Regulations in those documents and this Addendum. Each of the Rules and Regulations are, with respect to the member, both covenants and conditions.

Member will use the Hall only for their personal use or that of an immediate family member (e.g. birthday parties, anniversary parties, graduation parties, family reunions; etc.). This one time use is not for the use of others.

Member will not use the Hall for commercial, retail, religious, or political purposes, nor can the Hall be used for any fundraising event for the lodge member or any organization or cause that the lodge member wishes to benefit. Admission charges or other charges to attend the event are prohibited. Sale of food or other items at the event is also prohibited.

Member may use the Hall once every three years, not to exceed seven (7) hours and must return the Hall to the condition in which it was found (i.e., rental ready). A member’s use of the Hall under this protocol is personal and not transferable to any other member.

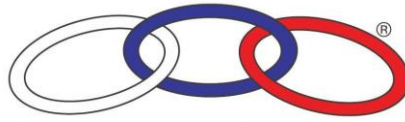
Member will have received training in Hall Operations within three months of rental, or will have a member of the Lodge in attendance at the Event at all times who has received such training within three months of rental. If the member does not wish to do the training or does not have a member in attendance who has done the training, the member will be required to hire a Hall Board Representative at the member's own expense.

Member will be required to provide the standard security deposit of \$300.

I have read these conditions, understand them and agree to abide by them.

Member Name (please print)

Member Signature



The Lodge

@Odd Fellows Hall

Bar Request Form

To be filled out by the Applicant using the Hall if a bar will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

(Please Print Clearly)

Today's Date: _____

Name of Applicant: _____ Phone: _____

Name of Event: _____

Date and Time of Event: _____

Approved By Hall Board Rep: _____ Date: _____

Wine Request

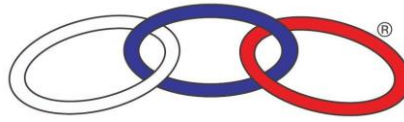
Name of Wine	Varietal	Quantity Needed

Beer Request

Name of Beer	Draft or Bottle

Liquor Request: Full Bar? _____ (Yes/No)

Brand of Liquor	Type of Liquor	Quantity Needed



The Lodge

@Odd Fellows Hall

Hall Equipment Request Form

To be filled out by the Applicant if equipment will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

(Please Print Clearly)

Today's Date: _____

Lodge Affiliation: [] IOOF [] Rebekah [] Encampment [] Canton

Name of Applicant: _____ Phone: _____

Name of Event: _____

Date and Time of Event: _____

Location: _____ Lower Hall _____ Upper Hall

Equipment needed at the Event:

- Big Screen TV (120") () Yes () No
- Audio/Sound System w/ Computer input () Yes () No
- Microphone(s) (wireless or corded) () Yes () No _____ How Many?
- HDMI Video Projector w/Internet Access () Yes () No
- BlueRay DVD Player () Yes () No
- Stage Lights (UH Only) () Yes () No
- Music Equipment (UH Only) () Yes () No

I accept full responsibility for this equipment:

Signature of Applicant Date: _____

Approved By:

Name of Hall Board Representative: _____

Signature of Hall Board Rep: _____ Date: _____

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)