

# 2024 AINAID SHRINERS RENTAL APPLICATION

Today's Date: \_\_\_\_\_

Name / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Hours of Event: \_\_\_\_\_ Total hours requested: \_\_\_\_\_

Extra time / days needed: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

Rooms:  Auditorium & Stage  Dining Room  Upstairs Meeting Room  Downstairs Meeting Room

## Charges:

- Mandatory Event Attendant (\$35/hr. - 3/hr. Min.) \_\_\_\_\_ hrs. \$ \_\_\_\_\_
- Auditorium & Stage (\$325/hr. - 6/hr. Min.) \_\_\_\_\_ hrs. \$ \_\_\_\_\_ capacity
- Dining Room (\$300/hr. - 4/hr. Min.) \_\_\_\_\_ hrs. \$ \_\_\_\_\_ capacity
- Up Stairs Meeting Room (\$250/hr. - 2/hr. Min.) \_\_\_\_\_ hrs. \$ \_\_\_\_\_ capacity
- Downstairs Meeting Room (\$250/hr. - 2/hr. Min.) \_\_\_\_\_ hrs. \$ \_\_\_\_\_ capacity
- \*Clean up Fee (\$500) Refundable \_\_\_\_\_ \$ \_\_\_\_\_

**Total Charges** \$ \_\_\_\_\_

**REQUIRED: Deposit of 50% of charges due at time of application.**

**\*100 % OF YOUR \$500 CLEAN UP FEE DEPOSIT WILL BE FORFEITED**

**IF THE BUILDING IS TRASHED, DAMAGED, SMELLS FROM**

**CIGARETTES, CIGARS, HOOKAH, CANNABIS, ETC.**

## **Insurance & Licenses**

Lessee to provide a comprehensive general liability and property damage insurance certificate valued at two million dollars naming as additional insured - Ainad Shriners its affiliated clubs and units, Shriners International an Iowa Corporation, Shriners Children Hospital's a Colorado Corporation and all their appendant and affiliated entities. If alcoholic beverages are to be on site, proof of Dram Shop insurance coverage is required, along with a City Special Event Liquor License and a State Special Event Liquor License. Proof of such insurance and licenses must be provided 10 days prior to event.

**All applications will be approved by Ainad Board of Directors**

**Your Date is not reserved until a signed contract and deposit is received.**

# **AINAD SHRINERS**

## **RENTAL AGREEMENT**

This rental is for the sole purpose of the contracted event with specified dates and times, and with adherence to the terms and provisions herein stipulated.

### **Mandatory Insurance**

Lessee agrees to hold Lessor, Ainad Shrines, its officers, agents, and employees, harmless and indemnify them, and each of them, from any loss, claim, liability or damages of any kind or nature whatsoever for death, injury to property or persons resulting in any manner from the use of the premises by Lessee. Lessee shall furnish Lessor certificates from a reliable insurance carrier stating that Lessee and Lessor are fully covered and indemnified for any such liability, vandalism, or malicious mischief in the amount of two million dollars (\$2,000,000.00) public liability and two million dollars (\$2,000,000.00) in property damage liability Ainad Shriners its affiliated clubs and units, Shriners International an Iowa Corporation, Shriners Children Hospital's a Colorado Corporation and all their appendant and affiliated entities named as the additional insured. This insurance certificate should be dated for your rental and set up date(s) plus the following day. This must be on file here **ten days** prior to the rental event date.

Lessee assumes responsibility for any damages to the facilities of, or removal of property belonging to Ainad Shriners and for any injuries to any person inside or outside of facilities of Ainad Shriners or caused during the occupancy of set-up or cleanup during the term of the lease.

Lessee is responsible for the conduct of its guests and vendors and liable for damages caused by any of them.

In the event that lessor's failure to perform due to causes beyond its control, lessor shall refund security deposit and any monies previously paid to Lessor for rental or beverages and shall have no other liability hereunder. Ainad Shriners cannot be held liable due to acts of nature, civil unrest or events beyond our control.

Hall rental includes limited set-up, limited ordinary clean up. Lessee agrees that no Ainad Shriners accessories will be used without expressed written and our verbal approval. Lessee further agrees to take down all decorations and dispose of them properly. It is expressly understood that trash removal and removal of

decorations is not part of Ainad Shriners ordinary clean up. This is to also include parking lot and areas around the building. Food and beverage services will cease not less than 30 minutes prior to the end of the lease period set forth.

Lessee further agrees to fully comply with and obey all laws, ordinances, rules, regulations, and requirements of all regularly constituted authorities, in anyway affecting the premises or the use thereof this rental agreement, nor will Lessee use or occupy said premises for any unlawful purpose. Lessee will not sell, or permit to be sold on the premises, spirituous, vinous, malt, or any other Intoxicating liquor, drugs or marijuana or like product. Lessee will strictly conform to all, ordinances, and other regulations pertaining to such liquor laws within the city of East St. Louis and the county of St. Clair and within the state of Illinois.

Lessee's use of the property shall include the parking lot in gated area. Ainad Shriners shall not be responsible for damage to property of Lessees, staff or Lessees guests, members, agents, or any other persons whether parked in the designated area or any adjacent public parking.

Lessee acknowledges that Ainad Shriners provides no extra security services, and that the Lessee shall provide any necessary security or protection services at its expense.

Lessee to pay for snow removal if needed.

Lessee agrees that trash bags and trash cans are to be taken out of the rooms, auditorium, dining area, etc. and trash bags then to be put into the roll away dumpsters that will be provided for you. Floors are to be swept from any excess trash and any spills mopped up. Basically, leave the place like you found it.

# AINAD SHRINERS

## RENTAL AGREEMENT

**DATE:** \_\_\_\_\_

The Ainad Shriners agree to rent to: \_\_\_\_\_.

The room(s) \_\_\_\_\_ on the date(s) of \_\_\_\_\_.

If special hours are needed, they must be per-arranged at cost of \$50.00/hr.

Total cost of the event: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Insurance Certificate Received on: \_\_\_\_\_

50% Deposit payment:  cashier check  cash  credit card 50% Deposit received: \$ \_\_\_\_\_

Final payment:  cashier check  cash  credit card Date Received on: \_\_\_\_\_

Any portion of this contract not being met will result in the forfeiture of the security deposit.

**Clean up Deposit will be held until a final check is completed by both parties after final usage of its buildings, parking lot, and surrounding areas is clean as it was before the rental event. If not, total deposit will be forfeited.**

**The remainder of rental fee and certificate of insurance is due 10 days prior to event or this agreement be canceled, with no refund.**

Name :(sign) \_\_\_\_\_ Print \_\_\_\_\_

Room rentals include the option of decorating one normal workday before the event, during the hours of 8:00 AM and 4:00 PM at no additional charge. All decorations and other items belonging to lessee or lessee's vendors must be removed no later than one working day following the event at no additional charge otherwise will forfeit clean up deposit.

Ainad Shriners operates Monday through Friday from 8:00 AM to 4:00 PM

We do not allow tape or adhesives on floors or walls.

Do not attach signs, posters, etc. to any walls or ceilings.

Smoking is NOT legal or permitted inside the facility.

Use of kitchen appliances is NOT allowed.

Use of walk-in cooler and ice machine is NOT allowed

### **CANCELLATION POLICY**

In case of cancellation a fee of one hundred dollars (\$100.00) will be deducted from the security deposit if less than thirty days to cover costs.

In case of cancellation The entire security deposit will be forfeited if less than 7 days.

I have received, read and agree to and understand the Cancellation Policy.

Name:(sign) \_\_\_\_\_ Print \_\_\_\_\_

# AINAD SHRINERS

## BUILDING RENTAL NOTES

Set up day / dates / and times:

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Special Requests: \_\_\_\_\_

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What is the name of the contact person / company providing your food services?

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Reminders: Ainad Shriners does not provide security services, parking lot attendants, limited manpower, any unforeseen special services. Any items not agreed to under this contract are at your cost and arrangement with and to outside private businesses. We will do our best to provide a memorable and quality event and we do appreciate your selecting our facility.