



Fraternal Order of Police Pinellas Lodge 43
550 Commerce Drive, Largo, Fl. 33770
727-238-2879



Meeting/Banquet Hall Rental Agreement

This agreement is for the date of _____.
 (Month Day Year)

Responsible Party Name: _____
 Sex _____ Race _____ ID# _____

Street Address: _____

City, State, and Zip: _____

Phone Number: () _____

Organization/Company: _____

Type of Event: _____

Estimated Attendance: _____ Time of event _____

By signing this agreement I/We agree to the following:

1. The rental fee for the use of the facilities as outlined in this contract on the designated date(s) shall be \$_____ per twelve (12) hour rental. Rental is from noon until midnight. \$50 per hour or part hour thereafter.
2. A deposit of one half the rental rate plus one half of the security deposit shall be paid upon reserving the lodge for a specific date. The deposit amount will be credited as part of the fees, which is due in full before five (5 p.m.) no later than thirty days prior to the date of the event. The deposit will be refunded 50% if the reservation is cancelled more than 30 calendar days prior to the event. Deposits for events cancelled within 30 days of the scheduled event will not be refunded. Failure to pay all fees and damage deposits on time may result in cancellation of the event, and forfeiture of all your deposits. There is a Fifty (\$50) per day late fee for any late payments.
3. A damage deposit of \$500.00 shall be fully paid at least thirty (30) days prior to the date of the scheduled event. There is a Fifty (\$50.00) per day late fee for any late payments. In the event that damage is caused to the facility or any items missing, or extra cleaning is required; appropriate charges will be deducted from the deposit. Any costs for damage, missing items, or extra cleaning in excess of the deposit amount will be billed to the renter of the facility. Upon verification that no damages, items missing, or extra cleaning exist, the deposit will be refunded.
4. The responsible party renting the facility must be in attendance at the event at all times the building is open.
5. Rental of the facility shall include full use of the Meeting/Banquet Hall and Kitchen facilities. This does not include the use of the Private Member's Lounge or any other office/private spaces. Unauthorized attempts or access into these areas will result in forfeiture of the entire damage deposit and possible prosecution under Florida Law.
6. Upon request, the Fop will allow the use of tables, chairs, a podium and/or American and State of Florida flags, up to the number that are on hand on the day of the event. All set up is the responsibility of the renter. Any other equipment or supplies required for the event are the responsibility of the renter of the facility.
7. No use of tobacco products or smoking are permitted inside of the building/facility.
8. Wall and ceiling hooks are provided for hanging decorations or other signage. The use of nails, staples, tacks, tape or any other item to affix anything to the facility walls or ceiling is not permitted. The use of any such items will result in charges for resulting damage.

9. The renter of the facility is responsible for the removal of all decorations, table coverings, leftover food, personally owned items and the removal of trash and clean-up of food preparation areas upon the conclusion of the event. All tables and chairs shall be returned to the same positions as received by the renter.

10. The renter of the facility is responsible to ensure that the facility is secured and locked, and all lights, fans, and air conditioning is turned off upon conclusion of the event. Failure to do so will result in a \$100 damage fee.

11. Any violation of this agreement may result in a forfeiture of your deposit and loss of opportunity to rent the facility in the future.

12. A representative of the lodge may stop by the facility during any scheduled event to ensure the safety and security of the facility. All directions of the FOP43 Lodge representative shall be followed by the renter or the event will be closed down without refund or recourse of any kind. Your entire deposit will be forfeited.

13. The FOP43 facility and grounds are monitored by a video/audio surveillance system. Any attempts to tamper with, alter, move, or in any way impede the full function of the surveillance system will result in forfeiture of your damage deposit, immediate shut down of the event without recourse, and possible prosecution under Florida Law.

Fraternal Order of Police Pinellas Lodge 43 will not be liable for any injuries or wrong doing sustained on the date of this rental, during the event or while engaged in any setup/breakdown for the event even if said activity occurs prior to or after the specified calendar date of the event. You, the signer of this document, will be held accountable and strictly liable and responsible for all persons involved and any damages that may occur during this event. By signing this agreement I/We agree to and will abide by the rules and regulations listed in this agreement.

Signature: _____

Date: _____

Lodge Coordinator or Designee: _____

For Office Use:

Rental deposit received: Amount: _____ Date: _____

Second Rental Fee Due: _____ Amount: _____ Date paid: _____

Damage Deposit Due: _____ Amount: _____ Date paid: _____

Damage Deposit Refunded/check shredded: Amount: _____ Date: _____

Equipment Accountability:

Tables: _____ Provided _____ Returned

Chairs: _____ Provided _____ Returned

Other/Notes: _____