

Event Date _____

SCOTTISH RITE CATHEDRAL RENTAL CONTRACT

505 South Byers Avenue ▪ Joplin, Missouri 64801 ▪ 417-623-3219 ▪ www.joplinaasr.com

RENTER _____ TYPE OF EVENT _____

TODAY'S DATE _____ TIME OF EVENT _____

CONTACT PERSON(S):

NAME _____ PHONE _____

NAME _____ PHONE _____

AUDITORIUM \$550.00 (Room Only)

✓ \$15.00 per hour additional charge for building use after regular business hours

➤ Cleaning & Property Damage Deposit of \$1000.00

➤ Refundable if no Damage & Clean)

▪ **Maximum seating capacity = 385 people**

○ Up to 100 extra wooden moveable chairs can be set up and removed for an additional \$1.00 per chair

○ 138 theater seats on lower level

○ 147 theater seats on upper balcony level

▪ Use of stage in front of closed stage curtain

▪ Stage curtains must always remain closed unless using backdrops

▪ Use of backdrops \$100.00

▪ Use of north and south Lodge Rooms for dressing

▪ Use of piano

▪ Organist available upon request for \$50.00 (no one else is authorized to play organ) funds go directly to Rite Care to help the Children, money due in the office when final payment made

▪ Sound available \$150.00

▪ No furniture may be moved from another room

▪ Plastic must be used under all candelabra and only driplless candles allowed

▪ **No food or drink allowed at any time anywhere on top floor \$50.00 per incident fee will apply**

▪ **No use of tobacco is allowed in building \$50.00 per incident fee will apply**

- No Scottish Rite spotlight is available

□ **TEA ROOM \$550.00** (Room Only)

- ✓ \$15.00 per hour charge for building use after regular business hours
 - Cleaning Deposit & Property Damage of \$1000.00
 - Refundable if no Damage & Cleaned
- Use of Tea Room as normally set up daily
- Maximum seating capacity = **200 people**
 - Stacking metal chairs can be set up: \$1.75 per chair
- Use of piano and/or organ
- Use of Wicker Room, Ladies' and Men's restrooms for dressing
- Piano, organ and antique tables are not to be moved or sat upon
- No furniture may be moved from another room
- **No food or drink allowed at any time anywhere on main level of building \$50.00 per incident fee will apply.**
- **No use of tobacco is allowed in building \$50.00 per incident fee will apply.**
- Greenery may be used but not taken from the Cathedral
- No lights may be used in greenery
- Billiards Room is off limits to all except for use of Men's restroom
- Plastic must be used under all candelabra and only dripless candles allowed
- Scottish Rite Cathedral's candelabra are not to be used to burn candles
- Libraries are off limits

□ **DINING ROOM \$550.00** (Room Only)

- ✓ \$15.00 per hour charge for building use after regular business hours
 - Cleaning & Property Damage Deposit of \$1000.00
 - Refundable if no Damage & Cleaned)
- Use of main Dining Room
 - Maximum seating capacity = **400 people** (no dance floor)
 - With dance floor open, seats 275 people
- \$200.00 set-up charge (includes takedown) for 15 tables with 8 chairs per table (seats 120 people)
- Each additional table with 8 chairs can be set up for \$13.00 each
- Each additional single table \$5.00 each
- **ALCOHOL:** will be allowed in the Dining Room only for an additional fee of \$150.00. Plus one additional Scottish Rite Representative @ \$15.00 an hour Proof of Insurance is required. At no time is alcohol to be taken outside of the dining room or building by renter or their guests. **\$50.00 per incident fee will apply.**
- No drinks are allowed on the dance floor
- Plastic must be used under all candelabra and only dripless candles allowed
- Floating candles are permitted; centerpiece candles must be in hurricane glass
- **No use of tobacco is allowed in the building \$50.00 per incident fee will apply.**
- Use of silver refrigerator and freezer space if available
- Use of coffee maker (you supply your own coffee)

- Use of ice machine
- Use of Microwave Oven
- Trash bags are not furnished

□ **KITCHEN \$250.00**

- ✓ \$15.00 per hour charge for building use after regular business hours
 - Cleaning Property Damage Deposit of \$1000.00
 - Refundable if no Damage& Cleaned)
- Use of available space in walk-in cooler and silver refrigerator
- Pantry is kept locked
- **No use of tobacco is allowed in building \$50.00 per incident fee will apply.**

**ALL RENTALS AND SERVICES ARE SUBJECT TO A 50% UPCHARGE
ON DAYS PRIOR TO, AFTER, AND ON HOLIDAYS.**

DECORATING:

- Renter may decorate the week prior to the event during regular business hours (Monday – Thursday from 8:00am to 4:00pm, or Fridays from 8:00am to 12:00 noon) at NO CHARGE. Saturdays and Sundays are non-regular business hours. A \$15.00 per hour fee will be charged for opening the building during non-regular business hours for decorating purposes and/or during the event.
- Nothing shall be attached to walls, banisters or columns in any manner other than by use of string or putty. No tacks, nails, tape, etc shall be used that could damage any surface.
- No Glitter
- Deliveries are allowed during regular office hours during the week. The Scottish Rite is not responsible for any items brought into the building or left in the building. All items must be removed at the close of the event unless prior arrangements have been made in writing.

In consideration of the permission given to the undersigned, whether affiliated with the Masonic Fraternity or not, the undersigned agrees and undertakes to accept use of the Scottish Rite Cathedral and its parking lots located at 505 South Byers Avenue, Joplin, Missouri, upon the following conditions:

1. **RENTAL FEES MUST BE PAID IN FULL no later than 2 WEEKS BEFORE the event** (with the exception of exact unknown total of after-hours fees).

2. In the event of cancellations, all deposits are refundable if notification is given **180 days** prior to the event.

3. It is renter's responsibility to work out an agreement with the Scottish Rite agent working the event in regards to the hours the agent will be needed for the preparation and set-up of the event and during the event. **Set-up instructions and layout must be submitted no later than 14 days prior to the event.**

4. Renter will use said facilities only on the following dates and during the following hours:

Date _____	Hours _____
Date _____	Hours _____
Date _____	Hours _____

5. Renter will use or permit to be used by its members and guests only those portions of the facilities which the undersigned has been authorized to use by this contract. It is your responsibility to keep guests out of rooms not rented (closed doors and roped off areas). A \$50.00 per incident fee will be imposed to renter if violated.

6. Renter will keep the building attendant informed when entering or leaving the building. Renter will not open any exterior doors of the building other than the ones opened by the agent of the Scottish Rite in charge during the use by renter of the facilities. Renter will not admit or permit to be admitted onto the premises any person not a member or guest of the undersigned.

7. **PHOTOGRAPHY:** Rental of the main floor areas includes having your photography sessions in those areas that are rented. However, if other areas are needed for photographs, those areas must be rented as well. We have to turn on heat & air conditioning which is added cost that must be covered by the renter. You need to advise us of your intention to use these areas at the time of your signing the Contract to insure the availability of the area and so the utilities can be turned on in advance. Unless this is done, you will be permitted to only use the areas you rented for your photography.

Photography needing to be done at any other time not during your event or not during our normal business hours will require having an attendant from the Scottish Rite present at the rate of \$15.00 per hour, with a 2 hour minimum charge. Additional areas are rented by the hour and the rates are as follows:

- Auditorium (top level): \$100.00 per hour
- Ladies Tea Room or Staircase (main level): \$75.00 per hour

8. **CLEANING:** Unless renter has previously arranged in writing for the Scottish Rite to do the cleaning, prior to leaving the facility, renter will see that all debris, trash, and similar items are picked up and deposited in the outside dumpster on the northeast corner of the property. The facility must be cleaned as prescribed on the Cleaning List attached to this contract. Be sure to read them and then initial the requirement list and give a copy to the

office to be attached to renter's signed contract. Upon inspection by the agent of the Scottish Rite of the areas used, if the cleaning is satisfactory, the cleaning deposit will be refunded within that week of the inspection.

9. **DAMAGE:** Renter will promptly pay the Scottish Rite the full amount required to repair or replace any property, real or personal, which shall have been damaged during use of the facility by the undersigned

10. Renter will indemnify and hold harmless Joplin Lodge of Perfection, the other bodies of the Scottish Rite in the Valley of Joplin, and the Scottish Rite Foundation or the Orient of Missouri, their Trustees, Officers, Agents or Employees, from any claim or judgment, including attorney fees and costs incurred in defense thereof, made or entered against any of the above bodies or individuals by any of the undersigned's members or guests for damage or injury arising by reason of the use of such facilities by the undersigned.

11. Any and all special requests or agreements must be in writing signed by renter and the Valley of Joplin Executive Secretary and attached to this contract. This will include the use of candles, chocolate machines and fountains of any type, or any programs which include dancers or performers of any type.

We are very proud of the Scottish Rite Cathedral which is on the City, State, and National Historical Registries. We are happy to be able to open it to the public for special events. We are grateful you have chosen this beautiful Cathedral for your event and will work with you to make your memories of this event special.

For the Scottish Rite Cathedral Date

I hereby acknowledge that the above has been fully explained to my satisfaction.

The undersigned signatory has authority to execute this document on behalf of the party using the building.

Renter's Signature Date

Business Name/Organization

DEPOSIT PAID

\$ _____ on _____ by Credit Card ___ Cash ___ Check # _____

PAYMENTS

\$ _____ on _____ by Credit Card ___ Cash ___ Check # _____

\$ _____ on _____ by Credit Card ___ Cash ___ Check # _____

\$ _____ on _____ by Credit Card ___ Cash ___ Check # _____

\$ _____ on _____ by Credit Card ___ Cash ___ Check # _____

SCOTTISH RITE CATHEDRAL RENTAL CONTRACT

Cleaning Check List

All the cleaning is to be completed immediately following the event unless prior arrangements, in writing, have been agreed to, or if the renter is having the Scottish Rite do the cleaning.

PLEASE NOTE: Should there be any damage to the building and/or stains on the carpet as a result of your use of the facility, all cleaning and/or property damage deposits will be held until any damage has been repaired and/or stains removed. Any money remaining after paying for professional repairs and/or cleaning will be refunded to the renter.

Auditorium, North and South Lodge Rooms, and Ladies Tea Room:

- Pick up and remove all clothing, hangers, etc.
- Pick up all trash
- Vacuum carpeted floors
- Be sure any wax is cleaned from floors, alters, etc.
- In all restrooms used, remove all trash and sweep floors
- Sweep any steps used

Dining Room and Kitchen:

- Remove all trash and place in the outside dumpster located to the east of the kitchen door. Renter will provide their own trash bags.
- Wipe down all tables
- Remove all decorations
- Vacuum carpeted floors
- Remove all trash and sweep floors in restrooms
- Sweep and, if needed, mop kitchen floor
- Check all trash cans used, that all trash has been removed and placed in outside dumpster
- Be sure all outside trash (i.e. cans, bottles, cigarette butts, etc., resulting from your event) around the building is picked up and put in dumpster

Check with the Scottish Rite agent before leaving to inspect areas used and cleaned to make sure everyone agrees with the cleaning results and building condition. Any refundable cleaning and/or damage deposits will be refunded within 30 days after your event.