

EVENT DATE \_\_\_\_\_

# SCOTTISH RITE CATHEDRAL FACILITIES LEASE

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

## PARTIES

**THIS LEASE**, MADE AND ENTERED INTO, THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_, BY AND BETWEEN VALLEY OF JOPLIN SCOTTISH RITE, (INCLUDING THE JOPLIN LODGE OF PERFECTION OR ANY OTHER BODIES OF THE SCOTTISH RITE IN THE VALLEY OF JOPLIN, THE SCOTTISH RITE FOUNDATION OR THE ORIENT OF MISSOURI, THEIR TRUSTEES, OFFICERS, AGENTS OR EMPLOYEES) HEREINAFTER CALLED LESSOR, AND \_\_\_\_\_, HEREINAFTER CALLED LESSEE. LESSEE'S LOCAL REPRESENTATIVE, \_\_\_\_\_ HIS/HER LOCAL ADDRESS \_\_\_\_\_ AND TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_. THIS PERSON WILL BE LESSEE'S LOCAL REPRESENTATIVE FOR PURPOSES OF NOTIFICATION AND/OR RESOLUTION OF ANY DISPUTES ARISING UNDER THE TERMS OF THIS LEASE.

**WITNESSETH**, THAT THE SAID LESSOR FOR AND IN CONSIDERATION OF THE RENTS, COVENANTS AND AGREEMENTS HEREINAFTER MENTIONED AND HEREBY AGREED TO BE PAID, KEPT AND PERFORMED BY SAID LESSEE HAS LEASED AND BY THESE PRESENTS DOES LEASE TO SAID LESSEE THE FOLLOWING DESCRIBED PREMISES, SITUATED IN THE CITY OF JOPLIN, STATE OF MISSOURI:

### FACILITY(IES)

(SELECT ONE OR MORE)

(SEE ADDENDUM FOR ADDITIONAL DETAILS AND RULES)

- |  |   |
|--|---|
| <input type="checkbox"/> AUDITORIUM (ADDENDUM A)         | <input type="checkbox"/> TEA ROOM (ADDENDUM B)            |
| <input type="checkbox"/> DINING ROOM (ADDENDUM C)        | <input type="checkbox"/> KITCHEN (ADDENDUM D)             |
| <input type="checkbox"/> PHOTOGRAPHY (ADDENDUM E)        | <input type="checkbox"/> ALCOHOLIC BEVERAGES (ADDENDUM F) |
| <input type="checkbox"/> CLEANING CHECKLIST (ADDENDUM G) | <input type="checkbox"/> SUMMARY OF CHARGES (ADDENDUM H)  |

### USE OF FACILITY(IES)

TO HAVE AND TO HOLD THE SAME SUBJECT TO THE CONDITIONS HEREIN CONTAINED AND FOR NO OTHER PURPOSE THAN THAT OF: (INSERT DESCRIPTION; I.E. WEDDING RECEPTION, DANCE, PLAY, CONCERT, ETC.): \_\_\_\_\_

**LESSEE** 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 LEASE. IT IS YOUR RESPONSIBILITY TO KEEP GUESTS OUT OF ROOMS NOT LEASED (CLOSED DOORS AND ROPED OFF AREAS). A \$50.00 PER INCIDENT FEE WILL BE IMPOSED TO LESSEE IF VIOLATED.

### TERM AND RENTAL

FOR AND DURING THE PERIOD OF \_\_\_(DAY(S) COMMENCING ON THE \_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BETWEEN THE HOURS OF \_\_\_\_\_ AND \_\_\_\_\_, AT THE RATE OF DOLLARS (\$\_\_\_\_), PAYABLE IN ADVANCE NO LATER THAN \_\_\_\_\_, 20\_\_. A SECURITY DEPOSIT OF \_\_\_\_\_ DOLLARS (\$\_\_\_\_) SHALL BE PAID BY LESSEE IMMEDIATELY UPON EXECUTION OF THIS LEASE. LESSOR SHALL RETURN THE SECURITY DEPOSIT AFTER INSPECTION OF THE FACILITY(IES) AND NO DAMAGE OR EXCESSIVE CLEANUP IS REQUIRED AS DETERMINED BY LESSOR.

UNLESS **LESSEE** HAS PREVIOUSLY ARRANGED IN WRITING FOR THE **LESSOR** TO CLEAN THE PREMISES, **LESSEE**, PRIOR TO LEAVING THE PREMISES, IS RESPONSIBLE TO SEE THAT ALL TRASH AND DEBRIS ARE DEPOSITED IN THE OUTSIDE DUMPSTER ON THE NORTHEAST CORNER OF THE PROPERTY. THE FACILITY MUST BE CLEANED AS PRESCRIBED ON THE **ADDENDUM G, CLEANING CHECKLIST** ATTACHED TO THIS CONTRACT AND INCORPORATED HEREIN BY REFERENCE. BE SURE TO READ EACH ITEM, INITIAL THE REQUIREMENT AS COMPLETED AND GIVE A COPY TO THE OFFICE TO BE ATTACHED TO RENTER'S SIGNED CONTRACT. UPON INSPECTION BY THE ATTENDANT OF THE BUILDING OF THE AREAS USED, IF THE CLEANING HAS BEEN SATISFACTORILY ACCOMPLISHED, THE CLEANING DEPOSIT WILL BE REFUNDED WITHIN FIVE (5) BUSINESS DAYS OF THE INSPECTION.

IN THE EVENT OF DAMAGE OR EXCESSIVE CLEANUP, THE ACTUAL COST OF REPAIR OR CLEANUP TO **LESSOR** SHALL BE DEDUCTED FROM THE SECURITY DEPOSIT AND THE BALANCE, IF ANY, RETURNED. **LESSEE** SHALL BE RESPONSIBLE FOR ANY AMOUNT OF THE ACTUAL COST OF DAMAGE OR EXCESSIVE CLEANUP BEYOND THE SECURITY DEPOSIT DIRECTLY TO **LESSOR**, PAYABLE IMMEDIATELY UPON PRESENTATION OF AN ITEMIZED STATEMENT TO **LESSEE** OR **LESSEE'S** LOCAL REPRESENTATIVE.

IN THE EVENT OF CANCELLATION OF THE EVENT BY WRITTEN NOTIFICATION FROM THE **LESSEE** AT LEAST ONE HUNDRED EIGHTY (180) DAYS PRIOR TO THE EVENT AND WITH THE WRITTEN CONSENT OF **LESSOR**, THE FULL DEPOSIT SHALL BE REFUNDED. REFUND OF THE DEPOSIT OR ANY PORTION THEREOF DUE TO CANCELLATION WITH LESS THAN ONE HUNDRED EIGHTY (180) DAY'S NOTICE SHALL BE AT THE SOLE DISCRETION OF THE **LESSOR**.

A FIFTEEN DOLLAR (\$15.00) PER HOUR FEE WILL BE CHARGED FOR OPENING AND CLOSING THE BUILDING, ATTENDANCE DURING AN EVENT AND THE INSPECTION OF THE BUILDING FOR CLEANING AND DAMAGE DETERMINATION. THESE CHARGES SHALL APPLY TO TIMES AFTER NORMAL WEEKDAY BUSINESS HOURS AND ANY WEEKEND REQUIREMENTS. THESE FEES SHALL BE PAID DIRECTLY TO THE ATTENDANT OF THE BUILDING AS DESIGNATED BY **LESSOR**.

#### **ASSIGNMENT OR SUB-LETTING**

THIS LEASE IS NOT ASSIGNABLE, NOR SHALL SAID FACILITY(IES) OR ANY PART THEREOF BE SUBLET, USED OR PERMITTED TO BE USED FOR ANY PURPOSE OTHER THAN THAT SET FORTH ABOVE WITHOUT THE WRITTEN CONSENT OF THE **LESSOR** ENDORSED HEREON; AND IF THIS LEASE IS ASSIGNED OR THE PREMISES OR ANY PART THEREOF SUBLET WITHOUT THE WRITTEN CONSENT OF THE **LESSOR**, THIS LEASE MAY BE CANCELLED AT THE OPTION OF THE **LESSOR**. ANY ASSIGNMENT OF THIS LEASE OR SUBLETTING OF SAID FACILITY(IES) OR ANY PART THEREOF WITH THE WRITTEN CONSENT OF THE **LESSOR** SHALL NOT OPERATE TO RELEASE THE **LESSEE** FROM THE FULFILLMENT ON **LESSEE'S** PART OF THE COVENANTS AND AGREEMENTS HEREIN CONTAINED TO BE BY SAID **LESSEE** PERFORMED, NOR AUTHORIZE ANY SUBSEQUENT ASSIGNMENT OR SUBLETTING WITHOUT THE WRITTEN CONSENT OF THE **LESSOR**.

#### **DAMAGE TO PROPERTY**

**LESSOR** SHALL NOT BE LIABLE TO SAID **LESSEE** OR ANY OTHER PERSON OR CORPORATION, INCLUDING EMPLOYEES, FOR ANY DAMAGE TO THEIR PERSON OR PROPERTY CAUSED BY WATER, RAIN, SNOW, FROST, FIRE, STORM AND ACCIDENTS, OR BY BREAKAGE, STOPPAGE OR LEAKAGE OF WATER, GAS, HEATING AND SEWER PIPES OR PLUMBING, UPON, ABOUT OR ADJACENT TO SAID PREMISES.

**LESSEE** WILL INDEMNIFY AND HOLD **LESSOR** HARMLESS FROM ANY CLAIM OR JUDGMENT, INCLUDING ATTORNEY'S FEES AND COSTS INCURRED IN DEFENSE THEREOF MADE OR ENTERED AGAINST **LESSOR** AS A RESULT OF DAMAGE OR INJURY ARISING FROM **LESSEE'S** USE OF THE FACILITIES.

## ADDITIONAL MATTERS

### 1. DECORATING:

- **LESSEE** MAY DECORATE THE WEEK PRIOR TO THE EVENT DURING REGULAR BUSINESS HOURS (WEDNESDAY – THURSDAY FROM 8:00AM TO 4:00PM, OR FRIDAYS FROM 8:00AM TO 12:00 NOON) AT NO CHARGE. AFTER HOURS, SATURDAYS AND SUNDAYS ARE NON-REGULAR BUSINESS HOURS.
- 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 IS ALLOWED ANYWHERE WITHIN THE FACILITY.
- DELIVERIES ARE ALLOWED DURING REGULAR OFFICE HOURS DURING THE WEEK. **LESSOR** 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.

### 2. ATTENDANT OF THE BUILDING

IT IS **LESSEE'S** RESPONSIBILITY TO ARRANGE WITH **LESSOR'S** "ATTENDANT OF THE BUILDING" WORKING THE EVENT FOR THE HOURS THAT THE ATTENDANT WILL BE NEEDED FOR THE PREPARATION AND SET-UP OF THE EVENT AND DURING THE EVENT. IT IS UNDERSTOOD THAT THE ATTENDANT WILL BE NECESSARY FOR ANY TIMES AFTER REGULAR BUSINESS HOURS AS SET OUT ABOVE. **SET-UP INSTRUCTIONS AND LAYOUT MUST BE SUBMITTED TO THE OFFICE FOR APPROVAL NO LATER THAN 14 BUSINESS DAYS PRIOR TO THE EVENT.**

**LESSEE** WILL KEEP THE ATTENDANT OF THE BUILDING INFORMED WHEN ENTERING OR LEAVING THE BUILDING. **LESSEE** WILL NOT OPEN ANY EXTERIOR DOORS OF THE BUILDING OTHER THAN THE ONES OPENED BY THE ATTENDANT OF THE BUILDING IN CHARGE DURING THE USE BY **LESSEE**. **LESSEE** WILL NOT ADMIT OR PERMIT TO BE ADMITTED ONTO THE PREMISES ANY PERSON NOT A MEMBER OR GUEST OF THE **LESSEE**.

### NO CONSTRUCTIVE WAIVER

IF **LESSEE** SHOULD DEFAULT IN ANY OF THE PROVISIONS OF THIS LEASE AND **LESSOR** ACCEPTS RENTS OR OTHERWISE WAIVES THAT DEFAULT, NO WAIVER OF THAT DEFAULT, SHALL WAIVE ANY SUBSEQUENT DEFAULT OR BREACH OF ANY CONDITION OF THIS LEASE, NOR SHALL ANY CONSENT BY THE **LESSOR** TO ANY ASSIGNMENT OR SUBLETTING OF SAID PREMISES, OR ANY PART THEREOF, BE HELD TO WAIVE OR RELEASE ANY ASSIGNEE OR SUB-LESSEE FROM ANY OF THE FOREGOING CONDITIONS OR COVENANTS AS AGAINST THE ASSIGNEE OR SUB-LESSEE BUT EVERY SUCH ASSIGNEE AND SUB-LESSEE SHALL BE LIABLE TO **LESSOR** JUST AS THE ORIGINAL **LESSEE** WOULD BE UNDER THIS LEASE. IN THE EVENT OF ANY SUCH APPROVED ASSIGNMENT OR SUBLEASE, IT SHALL BE THE RESPONSIBILITY OF THE **LESSEE** TO PROVIDE THE ASSIGNEE OR SUB-LESSEE WITH A COPY OF THIS LEASE AND FULLY ADVISE THAT PARTY OF THEIR RESPONSIBILITIES UNDER THIS LEASE.

WHENEVER THE WORD "**LESSEE**" IS USED HEREIN IT SHALL INCLUDE THE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS, ASSIGNS OR LEGAL REPRESENTATIVES OF THE **LESSEE** AND THE WORD "**LESSEE**" SHALL INCLUDE SINGLE AND PLURAL, INDIVIDUAL OR CORPORATION, SUBJECT ALWAYS TO THE RESTRICTIONS HEREIN CONTAINED, AS TO SUBLETTING OR ASSIGNMENT OF THE LEASE.

**ENTIRE AGREEMENT**

THIS LEASE, INCLUDING ANY ATTACHED ADDENDUMS NOTED UPON THE FIRST PAGE OF THIS LEASE, CONTAINS THE ENTIRE AGREEMENT OF THE PARTIES. NO MODIFICATION, AMENDMENT, OR WAIVER OF ANY OF THE PROVISIONS OF THIS LEASE SHALL BE EFFECTIVE UNLESS IN WRITING SPECIFICALLY REFERRING TO THIS LEASE, ANY ADDENDUM TO THE LEASE OR ANY SPECIFIC PROVISION OF THIS LEASE AND SIGNED BY BOTH PARTIES. ANY AND ALL SPECIAL REQUESTS OR AGREEMENTS MUST BE IN WRITING SIGNED BY BOTH PARTIES AND ATTACHED TO THIS LEASE. ANY AGREEMENT BY LESSOR FOR THE USE OF CANDLES, CHOCOLATE MACHINES AND FOUNTAINS OF ANY TYPE, OR ANY PROGRAMS WHICH INCLUDE DANCERS OR PERFORMERS OF ANY TYPE MUST ALSO BE IN WRITING, SIGNED BY ALL PARTIES AND ATTACHED TO THIS LEASE.

*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.*

**VALLEY OF JOPLIN SCOTTISH RITE**

\_\_\_\_\_  
By: DATE

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND ALL OF THE TERMS AND CONDITIONS SET FORTH ABOVE, IN ANY ATTACHED ADDENDUM AND ANY QUESTIONS THAT I MAY HAVE HAD HAVE BEEN FULLY EXPLAINED TO MY SATISFACTION.

THE UNDERSIGNED ACKNOWLEDGES THAT THEY HAVE AUTHORITY TO EXECUTE THIS DOCUMENT ON BEHALF OF ANY COMPANY OR CORPORATE BODY THAT MAY BE A PARTY TO THIS AGREEMENT.

\_\_\_\_\_  
By: DATE

(PRINTED NAME) \_\_\_\_\_, LESSEE

\_\_\_\_\_  
BUSINESS NAME/ORGANIZATION

# ADDENDUM A

## AUDITORIUM

**AUDITORIUM \$550.00** (ROOM ONLY)

CLEANING AND PROPERTY DAMAGE DEPOSIT OF \$1000.00

- DEPOSIT IS REFUNDABLE IF THERE IS NO DAMAGE AND THE FACILITIES ARE CLEANED.

- 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 IS ALLOWED IN FRONT OF CLOSED STAGE CURTAIN ONLY.
- STAGE CURTAINS MUST ALWAYS REMAIN CLOSED UNLESS USING BACKDROPS.
- USE OF BACKDROPS \$100.00.
- USE OF NORTH AND SOUTH LODGE ROOMS IS ALLOWED FOR DRESSING.
- USE OF PIANO IS ALLOWED AT NO CHARGE.
- ORGANIST AVAILABLE UPON REQUEST FOR \$50.00 PER HOUR.
- SOUND TECHNICIAN AVAILABLE \$150.00.
- NO FURNITURE MAY BE MOVED FROM ANOTHER ROOM EXCEPT FOR ADDITIONAL WOODEN CHAIRS THAT ARE RENTED AND MOVED BY **LESSOR**.
- PLASTIC MUST BE USED UNDER ALL CANDELABRA AND ONLY DRIPLESS CANDLES ARE ALLOWED.
- **NO FOOD OR DRINK IS ALLOWED AT ANY TIME ANYWHERE ON THE TOP FLOOR. \$50.00 PER INCIDENT FEE WILL APPLY.**
- **NO USE OF TOBACCO IS ALLOWED IN THE BUILDING. \$50.00 PER INCIDENT FEE WILL APPLY.**
- NO SPOTLIGHT IS AVAILABLE.

### AUDITORIUM CHARGES WORKSHEET

\$ \_\_\_\_\_  AUDITORIUM FLOOR RENTAL \$550.00

\$ \_\_\_\_\_  EXTRA WOODEN CHAIRS AT \$1.00 EACH X \_\_\_\_\_ CHAIRS

\$ \_\_\_\_\_  USE OF BACKDROPS \$100.00

\$ \_\_\_\_\_  USE OF PIANO, NO CHARGE

\$ \_\_\_\_\_  ORGANIST \$50.00

\$ \_\_\_\_\_  SOUND TECHNICIAN \$150.00

\$ \_\_\_\_\_ **TOTAL AUDITORIUM CHARGES**

# ADDENDUM B TEA ROOM

**TEA ROOM \$550.00** (ROOM ONLY)

CLEANING AND PROPERTY DAMAGE DEPOSIT OF \$1000.00

➤ DEPOSIT IS REFUNDABLE IF THERE IS NO DAMAGE AND THE FACILITIES ARE CLEANED.

- USE OF TEA ROOM AS NORMALLY SET UP DAILY.
- MAXIMUM SEATING CAPACITY = **100 PEOPLE**.
  - STACKING METAL CHAIRS CAN BE SET UP AND TAKEN DOWN BY **LESSOR**: \$2.00 PER CHAIR.
- USE OF PIANO IS ALLOWED AT NO CHARGE.
- USE OF WICKER ROOM, LADIES' AND MEN'S RESTROOMS FOR DRESSING IS ALLOWED.
- 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 IS ALLOWED AT ANYTIME, ANYWHERE ON MAIN LEVEL OF BUILDING UNLESS SPECIFICALLY ARRANGED PURSUANT TO ADDENDUM F. \$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.
- 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 ARE ALLOWED.
- **LESSOR'S** CANDELABRA ARE NOT TO BE USED TO BURN CANDLES.
- LIBRARIES ARE OFF LIMITS.

**TEA ROOM CHARGES WORKSHEET**

\$ \_\_\_\_\_  TEA ROOM FLOOR RENTAL \$550.00

\$ \_\_\_\_\_  STACKING METAL CHAIRS AT \$2.00 EACH X \_\_\_\_\_ CHAIRS

\$ \_\_\_\_\_  USE OF PIANO, NO CHARGE

\$ \_\_\_\_\_ **TOTAL TEA ROOM CHARGES**

# ADDENDUM C MAIN DINING ROOM

**DINING ROOM \$550.00** (ROOM ONLY)

CLEANING AND PROPERTY DAMAGE DEPOSIT OF \$1000.00

- DEPOSIT IS REFUNDABLE IF THERE IS NO DAMAGE AND THE FACILITIES ARE CLEANED.

- USE OF MAIN DINING ROOM:
  - MAXIMUM SEATING CAPACITY = **400 PEOPLE** (NO DANCE FLOOR)
  - WITH DANCE FLOOR OPEN, SEATS 275 PEOPLE.
- EACH TABLE WITH 8 CHAIRS CAN BE SET UP FOR \$15.00 EACH.
- EACH ADDITIONAL SINGLE TABLE CAN BE SET UP FOR \$5.00 EACH.
- EACH ADDITIONAL SINGLE CHAIR CAN BE SET UP FOR \$1.25 EACH.
- **BEVERAGE SERVICE:** \$\_\_\_\_\_.00, INCLUDES WATER, COFFEE AND HOT OR ICED TEA. **LESSOR** WILL PROVIDE CHINA, GLASSWARE AND PITCHERS. GUESTS WILL SERVE THEMSELVES, **LESSOR** WILL PROVIDE CLEAN UP. ALCOHOLIC BEVERAGE SERVICE WILL BE ALLOWED IN THE DINING ROOM AND/OR TEA ROOM FOR ADDITIONAL FEES SET FORTH IN **ADDENDUM F**. AT NO TIME IS ALCOHOL TO BE TAKEN OUTSIDE OF THE MAIN DINING ROOM, TEA ROOM OR BUILDING BY **LESSEE** OR THEIR GUESTS. **\$50.00 PER INCIDENT FEE WILL APPLY.**
- DUAL PROJECTORS AND SCREENS ARE AVAILABLE FOR \$150.00.
- NO DRINKS OF ANY KIND ARE ALLOWED ON THE DANCE FLOOR.
- PLASTIC MUST BE USED UNDER ALL CANDELABRA AND ONLY DRIPLESS CANDLES ARE 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 IS ALLOWED IF AVAILABLE. USE OF COFFEE MAKER IS ALLOWED, HOWEVER, LESSEE MUST SUPPLY THE COFFEE. USE OF ICE MACHINE IS ALLOWED. USE OF MICROWAVE OVEN IS ALLOWED.
- TRASH BAGS AND OTHER CLEANING SUPPLIES ARE NOT FURNISHED.

## DINING ROOM CHARGES WORKSHEET

\$ \_\_\_\_\_  DINING ROOM FLOOR RENTAL \$550.00

\$ \_\_\_\_\_  TABLE WITH 8 CHAIRS X \_\_\_\_\_ SETTINGS X \$15.00

\$ \_\_\_\_\_  TABLE X \_\_\_\_\_ TABLES X \$5.00

\$ \_\_\_\_\_  CHAIR X \_\_\_\_\_ CHAIRS X \$1.25

\$ \_\_\_\_\_  BEVERAGE SERVICE \$\_\_\_\_\_.00

\$ \_\_\_\_\_  USE OF PROJECTORS AND SCREENS \$150.00

\$ \_\_\_\_\_ **TOTAL DINING ROOM CHARGES**

# ADDENDUM D

## KITCHEN

### □ KITCHEN \$250.00

CLEANING AND PROPERTY DAMAGE DEPOSIT OF \$1000.00

- DEPOSIT IS REFUNDABLE IF THERE IS NO DAMAGE AND THE FACILITIES ARE CLEANED.
  
- USE OF AVAILABLE SPACE IN WALK-IN COOLER AND SILVER REFRIGERATOR IS ALLOWED.
  
- PANTRY IS TO BE KEPT LOCKED.
  
- NO USE OF TOBACCO IS ALLOWED IN BUILDING. \$50.00 PER INCIDENT FEE WILL APPLY.
  
- KITCHEN RENTAL INCLUDES THE USE OF OVENS, BURNERS, GRIDDLES, AND DISH MACHINE. IT DOES NOT INCLUDE THE USE OF ANY POTS AND PANS, CHAFING DISHES, UTENSILS, OR DISHES.



# ADDENDUM E

## PHOTOGRAPHY

HOURLY RENTAL OF THE MAIN FLOOR AREAS (INCLUDING THE FOYER AND TEA ROOM AREAS) ARE ALLOWED AND INCLUDES HAVING YOUR PHOTOGRAPHY SESSIONS IN THE AREAS THAT ARE RENTED. HOWEVER, IF AREAS, OTHER THAN THOSE SET OUT IN THIS LEASE ARE NEEDED FOR PHOTOGRAPHS, THOSE AREAS MUST BE RENTED AS WELL. **LESSEE** SHALL ADVISE **LESSOR** OF **LESSEE'S** INTENTION TO USE THESE AREAS AT THE TIME OF YOUR SIGNING THIS LEASE TO INSURE THE AVAILABILITY OF THE AREA(S) AND SO THE UTILITIES CAN BE TURNED ON IN ADVANCE.

PHOTOGRAPHY REQUIRING ACCESS TO THE FACILITIES AT ANY TIME OTHER THAN DURING THE EVENT OR OUTSIDE OF NORMAL BUSINESS HOURS WILL REQUIRE AN ATTENDANT OF THE BUILDING 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, FOYER OR STAIRCASE (MAIN LEVEL): \$75.00 PER HOUR.

# ADDENDUM F

## ALCOHOLIC BEVERAGE SERVICE

**LESSOR** MAINTAINS A LIQUOR BY THE DRINK LICENSE ACQUIRED THROUGH THE STATE OF MISSOURI, COUNTY OF JASPER AND CITY OF JOPLIN AND ALSO MAINTAINS LIABILITY INSURANCE FOR THE PREMISES. ACCORDINGLY, NO OUTSIDE ALCOHOLIC BEVERAGES WILL BE ALLOWED ANYWHERE WITHIN THE BUILDING UNLESS PROVIDED BY **LESSOR** PURSUANT TO THIS ADDENDUM.

- **LESSOR** WILL PROVIDE CASH OR OPEN BAR SERVICES FOR AN ADDITIONAL FEE OF \$30.00 PER BAR (MAXIMUM OF 2 BARS) PER HOUR. **LESSOR** WILL PROVIDE 2 BAR TENDERS PER BAR PER HOUR.
- BEVERAGE PRICES ARE CONTAINED IN ADDENDUM F (1) ATTACHED HERETO AND INCORPORATED HEREIN.
- NO ALCOHOLIC BEVERAGE WILL BE REMOVED FROM THE ROOM SERVED. **\$50 PER INCIDENT FEE WILL APPLY.**
- ALL BARTENDERS HAVE THE RIGHT TO REFUSE SERVICE OF ALCOHOLIC BEVERAGES TO UNDERAGE OR INTOXICATED INDIVIDUALS. BARTENDERS WILL REQUEST PROOF OF AGE WHEN NECESSARY.
- ALCOHOLIC BEVERAGE SERVICE MAY BE ESTABLISHED IN THE TEA ROOM WITH PRIOR APPROVAL OF THE **LESSOR** AND UNDER THE SAME CONDITIONS AS SET FORTH ABOVE. HOWEVER, THERE WILL BE A LIMIT OF 1 BAR AND ANY RECEPTION SHALL LAST NO MORE THAN 1 HOUR. BEVERAGES WILL BE ALLOWED TO BE TAKEN TO THE DINING ROOM AT THE END OF THE RECEPTION.
- LESSOR WILL PROVIDE SET UP AND CLEANUP OF ALL NECESSARY GLASSWARE OR PLASTIC WARE.
- SPECIAL BEVERAGES OR BRANDS OF ALCOHOLIC BEVERAGES CAN BE OBTAINED BY ARRANGEMENT WITH THE LESSOR AT LEAST 30 DAYS IN ADVANCE. PER DRINK PRICES WILL BE NEGOTIATED PRIOR TO THE ACQUISITION OF THE SPECIAL BEVERAGE.

### LIQUOR CHARGES WORKSHEET

- \$ \_\_\_\_\_  HOURLY BAR CHARGE AT \$30.00/HOUR x \_\_\_\_ HOURS x \_\_\_\_ BAR(S)
- \$ \_\_\_\_\_  OPEN BAR, BEER/WINE AT \$3.00/GLASS x \_\_\_\_ SERVINGS
- \$ \_\_\_\_\_  OPEN BAR, CRAFT BEER AT \$4.00/GLASS x \_\_\_\_ SERVINGS
- \$ \_\_\_\_\_  OPEN BAR, MIXED DRINKS AT \$5.00/GLASS x \_\_\_\_ SERVINGS
- \$ \_\_\_\_\_  OPEN BAR, PREM. SCOTCH AT \$8.00/GLASS x \_\_\_\_ SERVINGS
- \$ \_\_\_\_\_  KEG OF BEER AT \$300.00/KEG x \_\_\_\_ KEGS
- \$ \_\_\_\_\_  WINE AT \$40.00/Box x \_\_\_\_ BOXES
- \$ \_\_\_\_\_  SPECIAL ORDERS BY ARRANGEMENT
- \$ \_\_\_\_\_ TOTAL BAR CHARGES

# ADDENDUM G

## CLEANING CHECK LIST

ALL CLEANING IS TO BE COMPLETED IMMEDIATELY FOLLOWING THE EVENT\* UNLESS PRIOR ARRANGEMENTS, IN WRITING, HAVE BEEN MADE AND APPROVED BY **LESSOR**, OR IF **LESSEE** HAS ARRANGED WITH **LESSOR** TO BE RESPONSIBLE FOR THE CLEANING. CLEANING SERVICES ARE AVAILABLE AT THE RATE OF \$15.00 PER HOUR PER PERSON.

**PLEASE NOTE:** SHOULD THERE BE ANY DAMAGE TO THE BUILDING AND/OR STAINS ON THE CARPET AS A RESULT OF **LESSEE'S** 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 **LESSEE**.

### 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. **LESSEE** WILL PROVIDE 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.
- 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 ATTENDANT OF THE BUILDING BEFORE LEAVING TO INSPECT AREAS USED AND CLEANED TO MAKE SURE EVERYONE AGREES WITH THE INSPECTION AND BUILDING CONDITION.**

# ADDENDUM H

## SUMMARY OF CHARGES

- \$ \_\_\_\_\_  AUDITORIUM (PER WORKSHEET ADDENDUM A)
- \$ \_\_\_\_\_  TEA ROOM (PER WORKSHEET ADDENDUM B)
- \$ \_\_\_\_\_  DINING ROOM (PER WORKSHEET ADDENDUM C)
- \$ \_\_\_\_\_  KITCHEN \$250.00 (ADDENDUM D)
- \$ \_\_\_\_\_  PHOTOGRAPHY (ADDENDUM E)
- \$ \_\_\_\_\_  ALCOHOLIC BEVERAGES (PER WORKSHEET ADDENDUM F)
- \$ \_\_\_\_\_  CLEANING (ADDENDUM G)
- \$ \_\_\_\_\_ TOTAL CHARGES

### DEPOSIT PAID

\$ \_\_\_\_\_ ON \_\_\_\_\_ BY CREDIT CARD \_\_\_\_ CASH \_\_\_\_ CHECK # \_\_\_\_\_

### PAYMENTS

\$ \_\_\_\_\_ ON \_\_\_\_\_ BY CREDIT CARD \_\_\_\_ CASH \_\_\_\_ CHECK # \_\_\_\_\_

\$ \_\_\_\_\_ ON \_\_\_\_\_ BY CREDIT CARD \_\_\_\_ CASH \_\_\_\_ CHECK # \_\_\_\_\_

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\$ \_\_\_\_\_ ON \_\_\_\_\_ BY CREDIT CARD \_\_\_\_ CASH \_\_\_\_ CHECK # \_\_\_\_\_

\$ \_\_\_\_\_  AUDITORIUM CLEANING AND DAMAGE DEPOSIT \$1,000.00

\$ \_\_\_\_\_  TEA ROOM CLEANING AND DAMAGE DEPOSIT \$1,000.00

\$ \_\_\_\_\_  DINING ROOM CLEANING AND DAMAGE DEPOSIT \$1,000.00

\$ \_\_\_\_\_  KITCHEN CLEANING AND DAMAGE DEPOSIT \$1,000.00

\$ \_\_\_\_\_ TOTAL CLEANING AND DAMAGE DEPOSIT

\$ \_\_\_\_\_  HOURLY BUILDING ATTENDANT AT \$15.00/HOUR X \_\_\_\_\_ HOURS

\$ \_\_\_\_\_ TOTAL BUILDING ATTENDANT CHARGES