

**EVENT RENTAL AGREEMENT FOR USE OF  
THE NEVADA CITY I.O.O.F. RECREATION HALL  
212 SPRING STREET, NEVADA CITY CA. 95959**

Name of organization \_\_\_\_\_

Name of Responsible party (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Dates of use \_\_\_\_\_ Times (am. /pm) \_\_\_\_\_ to \_\_\_\_\_

Approximate number of people expected to attend your event, 228 maximum \_\_\_\_\_

Purpose for use of hall \_\_\_\_\_ have you rented the hall before? \_\_\_\_\_

Will alcohol be served or sold? \_\_\_\_\_

Security/Cleaning Deposit \$150.00

Key Deposit \$50.00

Rental Fee \$ \_\_\_\_\_ Plus \$ \_\_\_\_\_ Per hour after 4 hours.

Grand Total \$ \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Rental Agent Contact Information: \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Agent E-mail address \_\_\_\_\_

**The attached Rules and Guidelines are made part of the Rental Contract. The foregoing contract, rules and guidelines, constitutes the entire agreement between the parties.**

Signature of Responsible party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Rental agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Signature of 2nd Lodge Officer \_\_\_\_\_ Date \_\_\_\_\_

Approved by Oustomah Lodge #16 on \_\_\_\_\_