



MOOSE LODGE #1046, SARNIA

HALL RENTAL – MOOSE FAMILY CENTRE AGREEMENT

We want your event to be a success and we will work with you to help ensure you have a good experience. The following guidelines will help both parties achieve this goal.

1. The Moose Lodge will purchase & provide all beverages for sale or service, this includes all nonalcoholic drinks. Any special requests to be offered at the Moose bar for your event must be arranged seven days in advance of the event. All sales are across the Moose bar, including soft drinks.
2. Alcoholic beverages for door prizes and/or raffles must be kept by our Bartender until the end of your event, and under no circumstances consumed on our premises.
3. The bartender may refuse service to any guest for any reason at any time.
4. Premises may be decorated as desired; however, all decorations must be attached to surfaces by **PAINTERS TAPE** only. All decorations be removed at the end of the event.
5. Food may be brought in and the kitchen may be used **when requested** for reheating and cleaning utensils only. No cooking is allowed. Moose lodge dishes, cups saucepans, pots or any containers will not be used unless expressly permitted by our agreement.
6. Utensils may be used **when requested**, but must be properly washed, dried, and stored at the end of the event.
7. Signatories of this agreement are responsible for the behavior of their guests at their event.
8. Last call is no later than 1:45 am. Bar closes at 2:00 am. All drinks must be off the tables no later than 2:30 am and the hall must be totally vacated by 3:00 am.
- 9. The Moose Lodge will not accept any responsibility for injury or damage to persons or property while on these premises, including sidewalks, driveways, and the parking areas.**
10. Hall Rental fee:
 - a. **FULL HALL RENTAL FEE MUST BE PAID WHEN BOOKING –**
 - i. Non-members \$175, Members \$75
 - ii. If event is cancelled less than 30 days prior, NO REFUND**
 - iii. If event is cancelled less than 60 days prior, but more than 31 days, 50% refund will apply.**
 - b. **IF BARTENDER REQUIRED, FEE MUST BE PAID WHEN BOOKING –**
 - i. \$75 charge per bartender required (standard is 6 hours max)
 - ii. If event is a "buck & doe" or any other event with more than 40 persons in attendance, 2nd bartender is required.
 - iii. ** If bartender is required for more than 6 hours additional fees may apply.
 - iv. If event is cancelled less than 30 days prior, NO REFUND**
 - v. If event is cancelled less than 60 days prior, but more than 31 days, 50% refund will apply.**
 - c. **\$100 DAMAGE DEPOSIT MUST BE PAID 14 DAYS PRIOR TO EVENT –** Refundable when hall is returned in the same cleanliness as provided. If Damage Deposit is not received event MAY be cancelled at the discretion of the Administrator.
 - d. **WAKES / CELEBRATIONS OF LIFE**
 - i. If deceased is a Moose Member in good standing for at least 30 days prior to Wake, for a wake of the member or an immediate family member

- (father/mother/son/daughter), there is no charge for hall rental or bartender.
- ii. **Non-members \$125 rental, plus bartender fees**** (if required);
 - iii. **Members renting on behalf of other family members - \$75 rental, plus bartender fees**** (if required);
11. Additional services available (must be paid prior to event):
- a. WIRELESS MICROPHONE & SOUND SYSTEM – there is a \$25 fee for this service.
 - b. PROJECTOR, LODGE TV CONNECTIONS AND LARGE SCREEN SOUND – there is a \$25 fee for this service.
 - c. ROOM SET UP & TAKE DOWN – should you wish to have our volunteers set up & take down the chairs and tables for your event there will be a \$25 charge for this service.
12. Food for Events – Booked through Women of the Moose unless otherwise authorized by Governor or Administrator.
- a. Menu, pricing and contacts on next page. Payable to WOTM Chapter #971.
 - b. The removal of leftover Food (Food that has been placed out for your event) from the premises is subject to several considerations:
 - i. **Ontario Health Regulations and Food Handling Regulations will be followed at all times, no exceptions.** For example – prepared food that has been laid out longer than the prescribed limits will be disposed of and may not leave the premises.
 - ii. **Sarnia Moose Lodge #1046 and Women of the Moose Chapter #971 will not be held responsible for any food that leaves the building, regardless of how it came into the building.**
 - iii. It is very important if you or your organization are using the WOTM as your caterer that PRIOR TO YOUR EVENT you clarify with them your requirements.
 - iv. Sarnia Moose Lodge #1046 and the Women of the Moose Chapter #971 are independent of each other for the purposes of your catering agreement.
13. All alcohol & drinks must be purchased through the Bar and paid to Moose Lodge 1046,
- a. **ALCOHOL OPTIONS ARE ONLY AVAILABLE THROUGH THE BAR.**
 - b. **THE USE OF TICKETS OR OTHER SPECIAL ARRANGEMENTS FOR PAYMENT or SUPPLY OF ALCOHOL ARE RESTRICTED BY ACGO REGULATIONS.** Queries regarding these special arrangements should be directed to the Lodge Administrator (Don Berrill) or the Administrative Assistant (Joanne Mitchell) as they will be dealt with on a case-by-case basis.

CONTACTS

WOMEN OF THE MOOSE (Food)

Dawn Gark – 519-381-6333 / dmgark@outlook.com
 Lorene Oakes – 519-339-0671 / mamaoakes@sympatico.ca

LODGE CONTACTS – (Bar & Hall)

Joanne Mitchell – 519-330-0830 / jojogsworld@gmail.com
 Don Berrill – 519-240-2244 / donberrill@icloud.com



MEAL OPTIONS

LUNCHEON BUFFET - One sandwich per person, which is a selection of egg salad, tuna salad, and ham sandwiches. Coffee & tea included.

- Optional additions are: Veggie Platter with dip, cheese tray (up to 3 types of cheese), pickle tray, Finger desserts or fruit tray.

COFFEE BREAK BUFFET – Finger desserts, selection of fresh fruit, coffee & tea included.

ROAST BEEF DINNER with mashed potatoes, gravy, veggies (choice of 2), coleslaw, dinner roll, choice of dessert, coffee & tea included.

CHICKEN DINNER with boneless, skinless chicken breast, Italian style roasted potatoes, veggies (choice of 2), coleslaw, dinner roll, choice of dessert, coffee & tea included.

HAM DINNER with mashed or Italian style roasted potatoes, veggies (choice of 2), coleslaw, dinner roll, choice of dessert, coffee & tea included.

DINNER BUFFET – choice of meat (select 2), salad (select 2), potatoes, veggies (select 2), a variety of dinner rolls, and dessert (choice). Coffee & tea is included.

- Available selections
 - MEATS – ham, chicken or beef
 - POTATOES – mashed, boiled, Italian style roasted, scalloped.
 - VEGETABLES – corn, baby carrots, green beans, cauliflower & broccoli mixed.
 - SALADS – garden salad, potato salad, macaroni salad, pasta salad, Caesar salad
 - CHEESES – marble, medium cheddar, Havarti, brie, herb & garlic.
 - DESSERTS – cake, pie, or fruit & ice cream

Event Type	Member Price	Optional Additions Members	Non-Member Price	Optional Additions Non-Members
Luncheon Buffet	\$6 per person	\$0.75 PP -per item	\$6 per person	\$0.75 PP - per item
Coffee Break Buffet	\$6 per person	N/A	\$6 per person	N/A
Roast Beef Dinner **	\$14 per person	\$1.00 PP -per item	\$15 per person	\$1.00 PP -per item
Chicken Dinner **	\$14 per person	\$1.00 PP -per item	\$15 per person	\$1.00 PP -per item
Ham Dinner **	\$14 per person	\$1.00 PP -per item	\$15 per person	\$1.00 PP -per item
Dinner Buffet **	\$18 per person	\$1.00 PP -per item	\$20 per person	\$1.00 PP -per item

**** CHILDREN 12 and Under are \$10 per person for all dinner options.**

INFORMATION PAGE TO BE LEFT WITH BARTENDER UPON BOOKING

NAME OF RESPONSIBLE PERSON _____

MOOSE MEMBER? CIRCLE ONE **YES** **NO**

CONTACT INFORMATION

➤ ADDRESS _____

➤ PHONE _____

TYPE OF EVENT? _____

DATE OF EVENT? _____ PROPOSED HOURS? _____

BARTENDER REQUIRED? **YES** **NO**

IF BARTENDER IS REQUIRED, PLEASE DESCRIBE REQUIREMENTS: **(Payable to Bar)**

NEED KITCHEN? **YES** **NO**

FOOD REQUIRED? **YES** **NO**

IF FOOD IS REQUIRED, PLEASE DESCRIBE: **(Payable to WOTM)**

DO YOU REQUIRE LODGE TO DO ROOM SETUP/TAKE DOWN? (\$25 Charge) **YES** **NO**

DO YOU REQUIRE WIRELESS MICROPHONE OR SOUND (\$25 Charge) **YES** **NO**

DO YOU REQUIRE USE OF PROJECTOR, CABLE, or SCREEN (\$25 Charge) **YES** **NO**

BARTENDER _____

Entered in Book _____

DEPOSIT: _____

Date Confirmed _____

Confirmed by: _____

SIGNATURE OF RESPONSIBLE PERSON _____

(this person is responsible for all conduct of guests and is responsible for contract)