



West Broward Hall

927 NW 178th Avenue
Pembroke Pines, FL 33029

RENTAL APPLICATION

Event Date Requested: _____ Today's Date: _____
Time Requested: _____ until _____ Total Hours Requested: _____

Applicant:

Name of Person in Charge: _____
Phone: (Work) _____ (Home) _____ (Cell) _____

Address: _____ City: _____ Zip: _____
Type of Event: _____ Expected Attendance: _____

WEST BROWARD HALL FEE SCHEDULE

(Rates shown include up to (120) white padded chairs, (4) 8 ft. rectangular buffet tables and (14) 5 ft. round tables that seat up to 10 guests each)

Monday - Thursday

7:00 am-3:00 pm-\$300 / 3 hr Min (\$100 overtime/hr)

3:00 p.m.- 11:00 p.m. - \$300/ 3 hours (\$125 overtime/ hr)

Friday - Sunday

7:00 a.m. - 3:00 p.m. - \$600/ 4 hr min (\$150 overtime/hr)

5:00 p.m. - 11:00 p.m. - \$600/ 4 hr min (\$150 overtime/hr)

Saturday

7:00am - 3:00pm - \$500/ 4 Hr Min (\$150 Overtime/ hr)

3:00 pm - 11:00 pm - \$800/ 4 hr min (\$175 overtime/ hr)

SPECIAL RATE

12 hours Friday \$1300 or Saturday \$1500

ADDITIONAL FEES & CHARGES

Holidays are subject to an additional charge.

THE HALL MUST BE RETURNED AS YOU FOUND IT.

A facility manager must be present at each event for an

Additional Fee unless using a West Broward Hall Approved Caterer

Please mail all contracts and fees made payable to West Broward Hall to: 6861 SW 196th Ave #114, Pembroke Pines, FL 33332

Security Deposits: \$400

Rental Fee Amount: \$ _____ Tax: _____

Holiday Surcharge (If Applicable): \$ _____

TOTAL RENTAL:\$ _____, TOTAL SECURITY DEPOSIT: \$ _____

CATERER _____ Per Person Count _____



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WEST BROWARD HALL USE / RENTAL AGREEMENT

The "Applicant," _____ hereby agrees with the West Broward Lodge No.253, Inc., Free and Accepted Masons of Florida, a Florida nonprofit fraternal organization ("West Broward Lodge") that the use of the West Broward Hall ("Hall" herein, and such term including the open portions of the first floor of the building, parking lot and all adjoining property of the West Broward Lodge) will be strictly in accordance with the rules and regulations established by West Broward Lodge for this Hall as they may amended from time to time ("Rules and Regulations"). The Applicant conducting the event or meeting ("Event") and using this Hall hereby agrees to hold West Broward Lodge, and its officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on West Broward Lodge property, or that may result from or be claimed by reason of the operations or activities of said group or individual, except for the sole negligence of the West Broward Lodge. The Applicant agrees to fully reimburse the West Broward Lodge for any damage arising from the use of this Hall, plus costs and/or attorney's fees, if any incurred in collection of same. Applicant agrees to all of the procedures, policies and rules specified herein. It is also the Applicant's responsibility to inform all members of its group and guests using this Hall, of the Rules and Regulations. Failure to abide by the Rules and Regulations may result in immediate loss of use of this Hall. In the event that it becomes necessary for West Broward Lodge to enforce any provisions of this agreement including the reimbursement provisions, Applicant agrees to pay all legal costs and fees incurred.

APPLICATION PROCEDURE

The Hall may be scheduled for an individual event or regular meetings. Telephone inquiries are welcome but a completed and approved application and a deposit are required to guarantee Event reservation. The person signing the application must be at least 21 years of age and must be present during the Event. The person signing the agreement will be considered the responsible party in case of damage, theft, or disturbances arising out of or caused as a result of the Event.

PAYMENT PROCEDURE

The Rental Fee MUST be paid in full with the application by Cash or Check. A Damage/Excessive Cleaning Deposit ("Deposit") must also be paid at the time of submitting an event application. The Deposit will also apply to all building facilities, furnishings and equipment. To insure return of the Deposit, please make sure you have a member of the staff check out the condition of the Hall prior to leaving. If there is no damage or excessive cleaning required, the Deposit will be returned to you within thirty (30) days of the Event date. Applicant agrees that the Deposit may be used to reimburse West Broward Lodge for any excessive cleaning or damage resulting from Applicant's Event. If the Deposit is insufficient to cover the cost of such excessive cleaning or damage resulting from Applicant's Event, Applicant agrees to immediately reimburse West Broward Lodge any amounts incurred in excess of the said Deposit.

INSURANCE REQUIREMENTS

Certain Groups may be required to provide a copy of their Liability Insurance certificate to the West Broward Lodge within 30 days of the Event, and upon written request of the West Broward Lodge, a duplicate of the policy as evidence of insurance protection provided. West Broward Lodge reserves the right to require that it be named as an additional insured on any such policy.

CANCELLATION POLICY

Cancellation requests made less than thirty (30) after booking will result in a charge for 50% of the Rental Fee. Any cancellations will incur \$50 service charge minimum. Bookings made within thirty (30) days of the Event are final. Security deposit will be refunded within thirty (30) days of the event providing the facility does not have any damage or require excessive cleaning.

ALL CANCELLATION REQUESTS MUST BE SUBMITTED BOTH BY TELEPHONE (954) 870-6386 AND IN WRITING BY FAX TO THE WEST BROWARD LODGE AT (954) 870-6386



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RULES AND REGULATIONS

1. Rental hours are consecutive and must include time for delivery of supplies & set-up. Please remember that you have the room available to you for **ONLY FOR TUE TIME REQUESTED**.
2. Set-up begins at the specified time on the approved Event application. Early delivery of supplies and set-ups are not permitted unless approved in advance in writing.
3. All items brought into the facility by the applicant are to be removed by the end of the Event. This includes decorative materials & equipment.
4. Throwing of rice, birdseed, silly string, confetti or other similar materials inside or outside of the building is not permitted.
5. Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or any other marring method.
6. Use of illegal drugs, alcohol, smoking, and/or gambling is not permitted.
7. All minors on the premises must have adequate adult Supervision.
8. No animals other than guide dogs are permitted in the Hall.
9. West Broward Lodge is not responsible for accident, injury, or loss of personal property under any circumstances.
10. The misuse of this Hall or the failure to comply with these regulations will be sufficient reason for denial of further reservations.
11. Event participants must park in the designated parking areas only. Valet parking services are suggested, however, the West Broward Lodge is not responsible for accident, injury, or loss of property resulting from the use of any private service or contractor.
12. Flammable materials are not permitted to be utilized without the advance written consent of West Broward Lodge.
13. Fog Machines cannot be used as they affect the fire system in the building.
14. All party services, valet services, suppliers or any other commercial entity or individual supplying any good or services to any event must be approved by West Broward Lodge in advance and may be required to provide proof of insurance.
15. Alcoholic Beverages are not allowed inside the hall.
16. All deposit and rental fees must be paid in full at least 30 days prior to the scheduled event. Any payments received within 30 days of the event **MUST** be in the form of cash, money order, or certified check **ONLY**.

APPLICANT (INDIVIDUALLY OR BY ITS DULY AUTHORIZED REPRESENTATIVE IF APPLICABLE),
HEREBY AGREES TO COMPLY WITH ALL OF THE FOREGOING REQUIREMENTS, POLICIES,
PROCEDURES & RULES.

Applicant's Signature: _____

Applicant's printed name: _____
Date



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