

**RULES AND GUIDELINES FOR THE RENTAL OF  
THE ODD FELLOWS RECREATION HALL FOR EVENTS AND ON-GOING CLASSES**

- 1 \_\_\_\_\_ Alcohol:** Renters may serve alcohol only if it is without cost to the consumer. The Nevada City Odd Fellows reserves the right to conduct all alcohol sales.
- 2 \_\_\_\_\_ Applications:** All rental applications must include the rental fees and cleaning and key deposits. Checks, money orders or Paypal are to be made payable to Oustomah Lodge #16, I.O.O.F. (no cash or credit cards). Your reservation is not secured until the rental contract is signed by all parties including the rental agent for the Odd Fellows, approved by the Lodge rental committee and the signed contract and fees are received by the Treasurer.
- 3 \_\_\_\_\_ Attorney Fees:** In any legal action brought by either party to enforce the terms hereof or relating to all the demised premises, the prevailing party shall be entitled to all costs incurred in connection with such action.
- 4 \_\_\_\_\_ Cancellations:** Cancellations for events made at least 30 days in advance of the event will receive a full refund of the rental fees; cancellations more than 14, but less than 30 days in advance will receive a 50% refund of the rental fees; otherwise there will be no refund. Key and cleaning deposits will be returned. Cancellations must be made in writing to Oustomah Lodge #16, P.O. Box 428, Nevada City, CA 95945, Attn: Rental Agent. Or by email to Rental Agent (see contact info on *Agreement*)
- 5 \_\_\_\_\_ Capacity:** The number of persons in the facility shall not exceed the number that is posted designating occupant load. Occupant levels are 228 for the dance hall.
- 6 \_\_\_\_\_ Check out:** Turn the heat to 58 degrees during cold weather and air conditioning to 80 degrees during warm weather. Turn all lights off. Make sure all doors are locked.
- 7 \_\_\_\_\_ Children at the Hall:** Children play a big part in the activities at the Odd Fellows hall, and if your event involves children under the age of 18, they must have adult supervision at all times.
- 8 \_\_\_\_\_ Clean-up:** Remove all garbage/recyclables from the building as well as the outside, 20 feet in all directions from the entry doors. Put all chairs and tables back along the side of the stage. Sweep and use Dawn solution and micro-fiber mop. Clean the kitchen and bathrooms. Brooms, mops, dust pans, and other cleaning tools and supplies can be found in the Utility Room.
- 9 \_\_\_\_\_ Dance wax,** cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed. If used, damage fees may be charged.
- 10 \_\_\_\_\_ Decorations:** Table decorations and free-standing decorations are allowed. No decorations may be placed on the walls unless adhered to with blue painter's tape. No staples, tacks, nails, or pins.
- 11 \_\_\_\_\_ Flammables:** No open flame devices, including candles, are to be used at any time. Sterno™ is allowed when used for catering.

- 12 \_\_\_\_\_ Floor care:** Move all equipment, chairs, tables, benches etc by carrying. Never drag across the floor. Renters will be charged for any repairs to a damaged floor. Benches may not be moved from their location along the walls without permission of the rental committee.
- 13 \_\_\_\_\_ Hours:** Events may take place from 8:00 am to 12:00 midnight. Ongoing classes have 15 mins before and after class hours for load-in/load-out. Events later than 12pm will be considered on a case-by-case basis.
- 14 \_\_\_\_\_ Indemnification:** Neither Oustomah Lodge #16 IOOF nor any of its Agents or Members shall be liable for any damage or injury to any *Renter*, or to any other person(s), or to any property occurring on the premises or any part thereof, or in common areas thereof unless such damage is the proximate result of the negligence or unlawful act of Oustomah Lodge #16 IOOF, its Agents or Members. Renter agrees to hold Oustomah Lodge #16 IOOF, its Agents, and Members harmless from any claims for damages no matter how caused.
- 15 \_\_\_\_\_ Insurance:** Every renter must provide proof of insurance, a standard \$1,000,000 liability policy naming Oustomah Lodge #16 as an additional insured. It must be received 30 days before your event.
- 16 \_\_\_\_\_ Noise consideration:** The Odd Fellow's hall is located near hotels, apartments, and houses; therefore reasonable consideration is necessary concerning the volume of amplified music as well as attendees making noise outside the building. If the Police are called and the tenant does not comply with the Officers orders and a citation is issued your deposits will not be refunded; any fines issued to the Lodge shall be paid by the tenant.
- 17 \_\_\_\_\_ Permits:** A Seller's Permit may be required when a commodity is sold to the public.
- 18 \_\_\_\_\_ Personal Property Events:** Applicant may not store items in the Hall before the event. Items left for more than 14 days after an event will be considered abandoned and shall become the sole property of the Lodge, which will be free to dispose of any such items as it sees fit.
- 21 \_\_\_\_\_ Personal Property On-Going Classes:** Applicant may not store items in the Hall.
- 22 \_\_\_\_\_ Personal Responsibility and Liability:** The applicant (the responsible person) assumes all responsibility for the conduct of the group using the facility and shall be held liable for any damages that occur during the period of use and will be billed for any damage repairs. Renter shall comply with all government statutes.
- 23 \_\_\_\_\_ Pets:** Pets are not allowed in the hall.
- 24 \_\_\_\_\_ Power Failures:** There is a possibility of power outages during rental events. The Lodge is not responsible or liable for power outages.
- 25 \_\_\_\_\_ Safety:** I certify that I have seen and read the posted safety instructions, including directions for the use of fire extinguishers, and evacuation of the hall in an emergency.

**26 \_\_\_\_\_ Smoking:** Smoking, including e-cigarettes, is not allowed anywhere inside the building, and smoking outside the building is prohibited by city ordinance in the Historic District. If there is evidence of smoking in the building your deposits will not be refunded.

**27 \_\_\_\_\_ Use of the Kitchen area:** The kitchen is for heating & serving food, and clean up only. The kitchen is not for actual food preparation. We are not licensed as a commercial kitchen.

**The undersigned agree to these Rules and Guidelines and the attached Event or On-Going Agreement.**

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 \_\_\_\_\_