

BANGOR LODGE OF ELKS NO. 244

108 ODLIN RD. BANGOR, ME. 04401 207-942-6977

ROOM RENTAL CONTRACT elksclubbangor.org

NAME OR GROUP /

PHONE /

TYPE OF EVENTS /

ADDRESS

CITY / STATE

\$350 SMALL HALL

\$500 LG HALL

ROOM DISCOUNTS*

DATE OF FUNCTION

NO. OF PEOPLE

TIME OF FUNCTION

HEAD TABLE COUNT

CATERING BY STAGECOACH / YES or IF NO FOOD WAIVER SIGNATURE _____

4 hour CASH BAR fee \$50 YES / NO

BAND / DJ _____

OTHER FEES CHARGED \$

SPECIAL INSTRUCTIONS OR REQUIREMENTS :

\$200 DEPOSIT payable to Bangor Elks DUE _____

BALANCE

mail deposits and copy of signed contract to Bangor Elks 108 Odlin Rd. Bangor, Me 04401

SIGNATURE OF RENTER

DATE / /

ELKS ROOMS ARE NO SMOKING / LIQUOR TERMS: ROOM FEES SHOULD BE PAID IN FULL ONE WEEK PRIOR TO EVENT. ELKS WILL SET UP TABLES AND CHAIRS TO YOUR REQUIREMENTS. . . ELKS PROVIDE ROOM CLEAN UP. ALL DECORATIONS AND RENTAL ITEMS SHOULD BE REMOVED FROM THE ROOMS AT THE END OF ANY FUNCTION. NO LIQUOR MAY ENTER OR LEAVE THE BUILDING. DRINKING IN THE PARKING LOT IS PROHIBITED. CHAMPAGNE IS AVAILABLE FROM THE ELKS. YOU MAY BRING IN NON - ALCOHOLIC CHAMPAGNE, PUNCH, SODAS, ETC. ICE AND WATER IS AVAILABLE FROM THE KITCHEN..

BARTENDER MAY REQUIRE STATE ID. FOR SERVICE. CASH BAR SERVICE IS PROVIDED FOR UP TO FOUR HOURS . ARRANGEMENTS FOR EXTENDED SERVICE MUST BE MADE IN ADVANCE OF EVENT

NO WEAPONS, FIREARMS OR FIREWORKS ARE ALLOWED

** liquor can not be served if tickets for event will be sold at the door to public / presold tickets only to events with liquor service*

DECORATIONS : BALLOONS , STREAMERS, CHRISTMAS LIGHTS, PLANTS, TREES, ETC. SHOULD NOT BLOCK ANY EXITS. ALL DOORS MUST REMAIN CLOSED DUE TO NOISE CONTROL. CEILING HOOKS / MAGNETS MUST BE USED FOR ALL HANGING DECORATIONS, NO TAPE OR PINS ALLOWED

CANDLES MUST BE CONTAINED AND NOT DRIP ON RENTAL LINENS, FLOORS OR TABLE TOPS

THE RENTER IS RESPONSIBLE FOR ANY DAMAGE TO ELKS PROPERTY , MUSIC MUST END BY 12:00 AM. / THE KITCHEN IS NO LONGER AVAILABLE FOR RENTAL

*** ROOM DISCOUNTS . DISCOUNTS ALSO AVAILABLE TO ELKS MEMBERS AND CHARITABLE ORGANIZATIONS**

ROOM SET UPS / EMERGENCY EXITS MUST REMAIN CLEAR / PLEASE SEE MANAGER OR BARTENDER IF YOU NEED ADDITIONAL TABLES OR CHAIRS OR FOR OTHER PROBLEMS IN THE HALLS (BROKEN GLASS , BATHROOMS/ SUPPLIES , AIR CONDITIONING OR HEAT)

Catering and information for any type of event is available from StagecoachCatering.com

Thank You, Bangor Elks Lodge #244 visit elksclubbangor.org photos and information

