

## **SOUTH BRUNSWICK ISLAND SHRINE CLUB**

### **RENTAL PROCEDURE**

**GENERAL:** This procedure is being written to document the process for renting the SBISC (South Brunswick Island Shrine Club) facility and affix the responsibility's associated with a rental of that facility. Rentals can be scheduled by contacting John at 910-754-3350.

**FACILITY USE:** The renter will have the use of the main banquet hall, kitchen, hallways, back deck and rest rooms. There will be no access to the small meeting rooms unless prior arrangements have been made. There will be no taping, stapling, tacking or nailing of any decorations or material on any walls in the facility. The facility will be cleaned and all decorations removed immediately after the rental. Any additional access to the facility for cleaning or removal of decorations or material may be subject to a fee of \$100.00 per day. After five days, all remaining items will be forfeited to the SBISC. A Rental Agreement form must be completed and signed by the renter and representative of the SBISC prior to the date of the rental.

**RENTAL RATE:** The rental rate for the facility is \$600.00 per day. Payment is payable to the South Brunswick Island Shrine Club. Payment may be made by cash, cashier's check, certified check, money order or credit card (MC or VISA). No personal checks will be accepted. The full amount of the rent is due in order to reserve the date desired. The rental rate includes a deposit of \$100.00 to cover the cost of cleaning. The facility will be inspected within one day after the rental. If the facility is found to be cleaned, the \$100.00 deposit will be returned to the renter within ten working days.

**LIABILITY:** The renter will be held responsible for any damage or theft to the building, equipment, decorations, furniture, fixtures or grounds during the rental due to activities of the renter or the renter's guests. Such damage or theft will be billed to the renter at replacement cost.

**ALCOHOL:** The renter is responsible to make sure all guests abide the laws of The State of North Carolina pertaining to the consumption of alcohol. No alcoholic beverages may be removed from the premises in open containers.

**BUILDING ACCESS:** The facility will be available as of 9:00 AM on the day of the rental unless other arrangements are made. The facility must be vacated by 12:00 PM (mid night). The facility can only be unlocked and the alarm deactivated by a member of the SBISC. No keys or alarm codes will be given to the renter. A member of the SBISC will be on premises during the rental.

**INSURANCE:** The renter agrees to provide the SBISC an Insurance Policy in the amount of \$1,000,000.00 naming the SBISC, the Sudan Temple and Shriners International as additional insured for general liability and property damage from Praetorian Insurance Co., QBE Americas or TULIP Program ([www.ebi-ins.com/e/tulip/apply.aspx](http://www.ebi-ins.com/e/tulip/apply.aspx)) or from the renter's homeowner's insurance policy. Our facility ID NO is 2769-178. If alcohol is served at the event, there will be an addition premium. A certificate of Insurance must be delivered to the Club before the beginning of the Term.

**CANCELLATION:** There will be a \$100.00 fee charged for cancellations made thirty days or less prior to the scheduled rental date.

**MEMBER RENTALS:** A member of the SBISC may rent the facility at a reduced rate. However, the rental must be for the sole use of the member and may not be rented for any other purpose. Furthermore, the member's rental must be approved by the SBISC Board of Directors prior to the event.

22 April, 2014