



# BANGOR LODGE OF ELKS NO. 244

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

ROOM RENTAL CONTRACT elksclubbangor.org

E-mail mgr@elksclubbangor.org

NAME OR GROUP /

PHONE /

TYPE OF EVENT /

ADDRESS

CITY / STATE

\$400 SMALL HALL

\$600 LG HALL

We accept credit cards , checks and cash

ROOM DISCOUNTS\* // Bangor Elks Member

Military

Discount\$\$\$\$

DATE OF FUNCTION

NO. OF PEOPLE

TIME OF FUNCTION

HEAD TABLE COUNT

CATERING BY \_\_\_\_\_ / SELF ~ POT LUCK \_\_\_\_\_

CASH BAR fee \$75 YES / NO

BAND / DJ \_\_\_\_\_

OTHER FEES CHARGED \$ Event Liability Insurance by \_\_\_\_\_ \$\$

SPECIAL INSTRUCTIONS OR REQUIREMENTS :

\$200 DEPOSIT payable to Bangor Elks DUE \_\_\_\_\_ BALANCE

mail deposits and copy of signed contract or bring 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 FORM THE ELKS. YOU MAY BRING IN NON - ALCOHOLIC CHAMPAGNE, PUNCH, SODAS, ETC. ICE AND WATER IS AVAILABLE FROM THE KITCHEN..

BARTENDER WILL 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 on HEAT PUMPS. NO LIVE CANDLES please THE RENTER IS RESPONSIBLE FOR ANY DAMAGE TO ELKS PROPERTY , MUSIC MUST END BY 11:30 pm

\* 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 , HEAT PUMPS for AIR or Heat )

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