

# South Gate Masonic Hall

1004 SW 152nd St

Burien, WA

98166

Renter \_\_\_\_\_

Contact information: Day \_\_\_\_\_ Evening \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ Home Y N Business Y N

Date of Event \_\_\_\_\_ Time In \_\_\_\_\_ Out \_\_\_\_\_

Type of Event \_\_\_\_\_

Special Needs \_\_\_\_\_

Alcohol permit Y N <https://lcb.wa.gov/licensing/online-banquet-permit>

Certificate of Insurance Y N [www.theeventhelper.com](http://www.theeventhelper.com)

Deposit Amount Received

\_\_\_\_\_ \$\_\_\_\_\_ Damage/Cleaning Deposit. Fees for additional cleaning if required will be deducted from this deposit at the rate of \$40.00 per hour/per quarter hour increments. \$60 minimum charge. There is a \$100 fee charged for any candy or gum needing to be cleaned up on the floor and/or the rug,

**Of Special interest:**

**City of Burien Noise Code:** No loud noise after 10:00 pm.

Please vacate the hall by 2:00 am. Hall must be clean and tables and chairs cleaned and put away.

This is a non-smoking facility-Please **DO NOT** smoke inside the building.

The outside of the hall must be cleaned prior to leaving as well as the inside of the hall.

Please see that any debris in the parking area and around the building is picked up and

placed into the dumpster. Be sure all boxes and bulk items are crushed and all garbage is inside the dumpster with the lid closed. All recyclables in the recycle bin.

**Rental walk thru:**

- \_\_\_\_\_ Entry
- \_\_\_\_\_ Location for key return
- \_\_\_\_\_ Demonstrate how to unlock and lock the front door
- \_\_\_\_\_ Women's Restroom
- \_\_\_\_\_ Men's Restroom
- \_\_\_\_\_ Storage closet for paper supplies and trash bags
- \_\_\_\_\_ Dining Room
- \_\_\_\_\_ Table and chair storage
- \_\_\_\_\_ Kitchen equipment and items renter can use
- \_\_\_\_\_ Fan and light switches
- \_\_\_\_\_ Broom and mop storage
- \_\_\_\_\_ How to mop floor
- \_\_\_\_\_ Location of Dumpster and dumpster key

**Piano:** Piano can not be used. Please do not place anything on the piano.

**Tables and chairs:** Capacity of the dining room is 120 people. Available space limits the functional table and chair arrangement to approximately 100 people. Please return table and chairs to the storage area.

**Kitchen:** The refrigerator in the kitchen may be used. Please empty when you are done. Coffee maker, stove and oven, grill (please clean after use and spread a light coating of cooking oil on surface after cleaning. **Do Not Use Water to Clean.**) dishwasher. sinks, microwave are all available for your use. Renter may use the plates, cups, bowls, glasses, pitchers and utensils located in the kitchen. Please wash and return to proper storage location after use. Please note that if there is any kitchen equipment and or utensils missing from the kitchen or dining room the cost of

replacement will be deducted from your security deposit.

Renter may use their own paper and or plastic dishes, silverware, cups and glasses.

**Renter must bring their own cloth towels, dishrags, food and special tools and equipment.**

**Dishwasher operation:** See instructions on wall and on dishwasher. Demonstrate the proper procedure for using the dishwasher.

**Dumpster:** Show location of the dumpster. Renter must break down boxes. All garbage must be in the dumpster prior to leaving the building. Show location of garbage bags. Renter must put a clean garbage bag in all garbage cans in the hall after removing the filled bag for proper disposal.

**Cleanup:** Leave it like you found it. Show location of brooms, mop and mop bucket. Use only cool clear water on the dining room floor. **No soap!!**

**Exit Hall:** Turn off ovens, stove burners, grills, fans and lights in kitchen and hall. Make sure all outside doors are closed and locked. Leave key in the Rental Manager Box. Please exit through the back door and turn off all remaining lights.

South Gate Representative

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_