

# *Elizabeth City Shrine Club*

## *Rental Contract Part 1*

The Elizabeth City Shrine Club recognizes the interest for renting its facilities to members of the Club and the general public in our community. Therefore, the Elizabeth City Shrine Club offers several rental options to the public providing the following rules and regulations (which are Part 1 of the Contract Documents) are aided by and agreed to by entering into a rental contract with the Elizabeth City Shrine Club:

### **Definitions**

**OWNER:** The Elizabeth City Shrine Club, including without limitation, Sudan Temple, The Imperial Shrine of North America, it's Officers, Directors, Members, Successors, Shareholders, and Employees of any of the Foregoing.

**TENANT:** Any party wishing to contract with the Elizabeth City Shrine Club (Owner) for the purpose of renting the Owner's property for the purpose of business, entertainment, or any other function.

**PROPERTY:** Buildings, fixtures, grounds, equipment, pier, bulkheads and waterfront.

1. The tenant shall contact the owner to schedule a date and time for the use of the facility the Rental. Contract must be completed in full and returned within three (3) weeks before the scheduled rental date. The owner will be given the time of day that the tenant would like to enter the facility on the scheduled date.

2. The deposit will be forfeited by the tenant in the event of:

Termination of rental within 14 days of the date specified in the Rental Contract.

Or

Failure to leave the Owner's Property cleaned and in good condition as deemed proper by the Owner's Representative on duty during the rental.

Or

Any violation of the contract or provision presented to and agreed on between the Owner and tenant.

3. The tenant will be charged the rental rate as quoted on the Rental Rate Agreement Form (which will become Part 2 of the Contract Documents) and **the balance will be due one month before the date of the tenant's scheduled event.**

**4. All tenants MUST purchase a public liability insurance and liquor liability, if applicable, with a company licensed to do business in North Carolina with minimum limits of at least \$1,000,000.00 combined single limit for each occurrence. A copy of the policy must be returned at least one month before the scheduled rental date along with Part 5 the signed hold harmless/indemnification form.**

5. The tenant will be responsible for the conduct and actions of all persons attending their function on the Owner's Property. The tenant and their guest are expected to cooperate with the Owner's Representative on site and keep the Owner's Property in the best possible condition. If any tenant or their guest act negligently or remove/damage any property of the Owner, it is agreed that the tenant will be responsible for reparation. The tenant or it's/his designated agent must be present at the facility at all times during the rental. The name or identity of this person should be provided to the owner in advance.

6. Any injuries incurred by the tenant, the tenant's guests, or the property of the same while on or off the Owner's Property, including injuries or incidents from consumption of alcohol, will be the responsibility of the tenant and the tenant will indemnify the Owner. Indemnity shall include costs and attorney fees.

7. No illegal substances or firearms are allowed on the Owner's Property. The tenant will ensure that all federal, state, and local laws including those aforementioned are upheld.

8. The pier and waterfront are available for use by the tenant providing the following conditions:

- No children unless accompanied by an adult.
- No horseplay, diving, or disposal into the water.
- No grilling devices or open fires are permitted on the wooden structure.
- Anyone wishing to moor their boat or watercraft at the pier will do so at their own risk and any damage to the Owner's Property or the property of the tenant's guest(s) will be the responsibility of the tenant.

9. Decorating of the property is permitted. However, it is the tenant's responsibility to decorate and set up the tables as they desire tables, chairs, and plastic tablecloths are the only items provided for the tenant's use. The stove, ovens, warmers, and dishes are not for use by the tenant. Staples, tape, glue, or any other substance that will damage the surface(s) they are attached to is prohibited.

10. It is the tenant's responsibility to inform the Owner thirty days of the scheduled date of any intentions of having alcohol on the property. No alcohol can be consumed on the Owner's Property unless the tenant has rented the bar. If a permit is purchased by the Owner, all beer, set-ups, and wine must be purchased from the bar. Liquor may **not** be brought on the premises (brown bag). Items available at the bar may not be purchased by the tenant from any location other than the bar at the Shrine Club.

11. Tenants who wish to have their meal served by the Owner will not be allowed to make changes to their menu selections within 14 days of the scheduled date. The Owner will not be responsible for the tenant's guests who may have known or unknown allergies. It will be the responsibility of the tenant to inform their guests of their menu.

12. Additional time is available for those tenants who require more time to set up for their event. There will be an additional charge, which is listed on the Rental Rate Agreement Form (Part 2 of the contract documents).

13. It will be the responsibility of the tenant to ensure that the musical, lighting, electronic, etc. equipment of outside entertainers (bands, DJs, etc.), is properly sized for the electrical capabilities of the Owner's Property and any damages to such equipment or the Owner's Property will be the responsibility of the same.

14. Members may rent the Owner's Property at the member rate listed on the Rental Rate Agreement Form (Part 2 of the contract documents), for himself or his immediate family, **ONCE** in the calendar year. Any additional rentals by said member will be at the full rental price available to the general public listed on the Rental Rate Agreement Form (Part 2 of the contract documents).

**\* \* \***Any requests for variances to Part 1 of the Rental Contract must be brought before the Board of Directors and be submitted in writing. If the tenant does not have proper documentation from the Board of Directors for any variance(s) from Part 1 of this agreement, the agreement form shall govern.

*Elizabeth City Shrine Club*  
**Rental Contract Part 2**  
*(Rental Rate Agreement Form)*

**Standard Rental:**

Deposit for cancellation and cleaning as stated in Part 1 of the Rental Contract (Refundable)	\$150
Rental Rate for the Elizabeth City Shrine Club for a member (in good standing)	\$175
Rental Rate for the Elizabeth City Shrine Club for the general public	\$400
Additional time to set up for event (whole day increments)	\$100
Rental Rate for use of the bar area (required for consumption of alcohol on premises)	\$100
Tablecloths – <b>Check made out to the Elizabeth City Shrinettes</b>	\$100

\*\*\*All tenants are allowed to use an outside caterer who prepares the meals off-site & serves on-site only.

**Meals Catered by the Elizabeth City Shrinettes:**

Accommodations for up to 200 people with the bar services available.

The Elizabeth City Shrinettes will cater functions held at our facility provided that:

1. The menu is chose from our menu sheet (Rental Contract Part 3).
2. The minimum number of persons or the minimum dollar amount is met.
  - A. Heavy Hors d'oeuvres will require a minimum of 40 people (\$9 each) or \$360.
  - B. Meals will require a minimum of 70 persons (\$12 each) or \$840.
  - C. Checks should be made out to the Elizabeth City Shrinettes for meals.

**Outside Caterers:**

Outside catering companies are encouraged to rent the facilities at the Elizabeth City Shrine Club. They will be allowed to use all kitchen appliances except in the event that the refrigerator and freezer are already full. The pier will be open and all appliances, i.e., the hoods, stoves, warmers, etc., will be in good working condition. Any outside caterer is required to fill out the Rental Contract and furnish the Elizabeth City Shrine Club, in addition, a certificate showing they are licensed by the state of North Carolina to operate this type of business.

Rental Rate for the Elizabeth City Shrine Club for an outside caterer	\$600
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**Non-Profit Organizations:** Non-Profit Organizations may rent the Elizabeth City Shrine Club without use of the kitchen to conduct meetings for their own members.

Rental Rate for the Elizabeth City Shrine Club for a Non-Profit Organization	\$200
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\*\*\*Blue Lodges will not be charged for the use of the Elizabeth City Shrine Club.



# *Elizabeth City Shrine Club*

## *Rental Contract Part 3 A (Menu)*

### **Hors d'oeuvres: Choose 5**

*Price per person after minimums are met: (with meal).....\$4.20  
(without meal).....\$9.00*

Spiced Hot Dogs  
Nuts  
Cheese Balls  
Spinach Dip & Crackers

Sausage Balls  
Vegetable Tray  
Tostito Chips & Salsa  
Potato Chips & Dip

Pimento Cheese Sandwiches  
Chicken Salad Sandwiches  
Veggie Pizza

### **Steak Dinner 8oz. & 10oz.:**

*Price per person after minimums are met:...\$14.40 & \$15.60*

Dinner includes Salad, Green Beans, Baked Potato, Rolls, Dessert, Tea & Coffee

### **Buffet:**

*Price per person after minimums are met:...\$12.00*

2 Meats, 3 Vegetables, Rolls, Dessert, Tea and Coffee.

### **Meats: Choose 2**

Baked Ham	Turkey	Roast Beef	Salisbury Steak w/ Gravy
Fried Chicken	BBQ	Pork Lion	Boneless Chicken Breast

### **Vegetables: Choose 3**

Green Beans	Candied Yams	Baked Apples	Green Peas	Fruit Cups
Stewed Com	Dressing/Stuffing	Broccoli Casserole	Creamed Potatoes	Cole Slaw
Potato Salad	Sweet Potato Casserole			

### **Dessert: Choose 1**

Sheet Cake	Brownies	Varied Desserts
Pudding	Apple or Peach Cobbler	

# Elizabeth City Shrine Club

172 Chantilly Road  
Camden, NC 27921  
252-335-7050

## Rental Contract Part 4

By executing this agreement, the undersigned represents that they have read Parts 1, 2, and 3 of the Elizabeth City Shrine Club Rental Contract and deem them sufficient for the proper execution of this agreement and agree to operate within the guidelines stated. This contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, representations, commitments, understanding, or agreement between the parties, either written or oral, which are not in Part 1, 2, or 3 of the Contract Documents.

\*\*\*Must be returned with deposit and Sections 3 and 5 of the Rental Contract along with any other information required.

Tenant's Printed Name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_

Date contract was mailed: \_\_\_\_\_ Date contract was received: \_\_\_\_\_

**Please Return To:** Elizabeth City Shrine Club, c/o Bobby Spruill,  
179 Country Club Road, Camden, NC 27921

### Contact Information:

Bobby Spruill	252.337.4768 / <a href="mailto:chantilly@embarqmail.com">chantilly@embarqmail.com</a>
Robbie Sullivan	252.340.1490
Sid Hill	252.548.8552
Tom White	252.336.4744

### To Be Completed By ECSC Member

ECSC Member: \_\_\_\_\_

Balance Amount: \_\_\_\_\_ Date paid in full: \_\_\_\_\_

*Elizabeth City Shrine Club*  
*Rental Contract Part 5*

**HOLD HARMELESS/INDEMINFICATION**

Tenant/Lessee shall defend, indemnify, and hold Landlord/Lessor harmless against any loss, damage, claim, actions, suits, demands, judgments, or expense (including legal and other fees and charges), either actual or threatened, which is incurred or sustained by Landlord/Lessor, as result of or attributable to any action or inaction by Tenant Landlord/Lessee, it's agents, guest and invitees related to this lease.

I have fully read and understand the terms of this contract.

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Tenant/Lessee Signature

Date

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Tenant/Lessee Printed

Insurance may be obtained from any insurance company licensed in North Carolina.

([Tulip.onebeaconentertainment.com/e/tulip/apply.aspx](http://Tulip.onebeaconentertainment.com/e/tulip/apply.aspx)) is one company available online that we know of, our Venue # with them is 2769-186

If you intend to serve liquor or fortified wine, you will need to obtain a permit from ABC Commission of North Carolina which is called a Limited Special Occasion Permit. Your insurance certificate will have to include the liability.