

ROANOKE VALLEY SHRINE CLUB

TERMS AND RENT ADDENDUM

NOTE: The terms and rent addendum is void if not accompanied by the Roanoke Valley Shrine Club Lease Agreement – Contact Rental Chair @ 540.266.0314

A \$200 non-tax deductible, non-refundable deposit is required in order to reserve a date to use the Leased Premises. A NON-Refundable payment of Twenty Five Percent is due 60 days prior to the event date. The remaining balance is due 10 days before the event date.

A certificate of insurance or a special event endorsement in the amount of at least \$500,000.00 naming Kazim Shrine Temple as an additional insured required. It must be surrendered to an authorized member of Kazim Shrine Rental Committee at least 10 days prior to the event date.

Use of an outside catering service must be approved by the Roanoke Valley Shrine Club Rental Committee at least 10 days prior to the scheduled event.

A. RENTAL FEES

1. BALLROOM - \$125.00 per hr. – minimum \$750.00
2. KITCHEN (FULL) - \$35.00 per hr. – minimum \$210.00
3. KITCHEN (PARTIAL) - \$10.00 per hr. – minimum \$60.00
4. ARAB ROOM (1st floor of building) \$62.00 per hr. – minimum (4) hrs. \$248.00
5. PICNIC SHELTER - \$15.00 per hr. – minimum (4) hrs. \$60.00
6. PLATE RENTAL - \$75.00

B. CLEANING FEE

1. Ballroom - \$90.00
2. Ballroom Kitchen (Partial) - \$120.00
3. Ballroom Kitchen (Full) - \$250.00
4. Ballroom Kitchen with plates - \$350.00
5. ARAB Room - \$25.00
6. Picnic Shelter - \$25.00

C. Security - \$11.00 per hr. – per person – minimum (8) hours

D. Quartermaster services - \$15.00 per hr. – minimum (8) hours

E. Coatroom services - \$25,00 per event

F. TABLE/CHAIRS – setup and breakdown

1. 100 people or less \$50.00
2. 101 through 200 people \$75.00
3. 201 through 300 people \$100.00
4. 301 through 400 people \$125.00
5. Up to 400 theater style \$00.30 per person

G. Misc. items priced as requested (Linens, cups, mixers, etc.)