



FAMILY FUNCTION REQUEST FORM

WINCHESTER MOOSE FAMILY CENTER # 1283

215 East Cork Street * Winchester, VA 22601

(540)667-8284 * lodge1283@comcast.net

Member Name: _____ MID/WID: _____

Address: _____ Phone: _____

City, State Zip: _____ Cell Phone: _____

Person to Contact: _____ Email: _____

I hereby request rental/usage of the lodge hall for the following family function: (check one)

- Wedding Wedding Reception Birthday Party Anniversary Party/Reception Bridal Shower
- Baby Shower Bachelor Party Family Reunion For Immediate Family
- Other legitimate family function : _____

Note: Other than legitimate family functions by members, all rentals or letting of the lodge hall involving participation by non-members requires a dispensation from the General Governor.

FUNCTION DATE: _____ **START TIME:** _____ **# OF HOURS:** _____ **# PERSONS:** _____

NAME OF IMMEDIATE FAMILY MEMBER FUNCTION BEING HELD FOR: _____

RELATIONSHIP TO MEMBER : _____

I UNDERSTAND THAT IN ACCORDANCE WITH THE GENERAL LAWS OF THE LOYAL ORDER OF MOOSE, THE APPROVAL OF THIS REQUEST IS SUBJECT TO THE FOLLOWING RESTRICTIONS:

1. The social quarters shall be closed to non-members.
2. There shall be no cash bar.
3. I must pay for all food, beverages and other financial obligations generated by this function.
4. Non-members may not make any purchases or spend any money in the lodge.
5. The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.
6. An officer or lodge employee will be present at all times who shall be responsible for maintaining decorum.

Signature of Member

Date

Action by the House Committee: _____ APPROVED _____ NOT APPROVED

Chairman of House Committee

Secretary of House Committee

Date

Copy to: Member
 Calendar Scheduling
 Social Quarters Manager
 House Committee Minutes

Reason(s) for disapproval:

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INSURANCE REQUIREMENTS WHEN RENTING OUR BANQUET HALL OR PROPERTY

When you rent our banquet hall or property and alcohol is being served, or consumed at the rental, you (the renter) must provide proof of insurance coverage with limits of at least \$1,000,000 for General Liability including \$1,000,000 for Liquor Liability. The Winchester Moose Family Center and Moose International, Inc. must be named as additional Insured under this coverage. You must provide proof of this coverage prior to the event. If you prefer that we provide the required liability insurance it can be purchased at the time of the rental at a cost of \$150.00 per event.

CATERING SERVICES

Catering services are provided by the Women of the Moose Chapter 1367. Please contact the WOTM office for more information. PHONE: 540-667-0074 EMAIL: chapter1367@mooseunits.org

ALCOHOLIC BEVERAGE SERVICES

All alcoholic beverages must be coordinated through the Lodge bar. Please contact the bar manager for information and pricing of beer, wine and liquor. PHONE: 540-665-8114

NON-SMOKING FACILITY

The banquet hall is a non-smoking facility. No smoking is allowed any where inside the building on the second floor of the Lodge. Moose members and their qualified guests that wish to smoke may do so in the designated smoking area in the Social Quarters down stairs. All others must exit the building to smoke.

CLEAN UP FEE

Unless prior arrangements have been made the renter is required to clear all tables, remove all decorations and remove any equipment that was brought into the Banquet Hall at the end of the rental period. All garbage must be placed into our dumpster or removed. Tables and chairs are to be returned to the locations they were prior to the function.

Rental for the entire Banquet Hall	\$200 per hour with a 3 hour minimum
Approx. Seating Capacity	500 persons with both dance floors open
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Rental for Half of Banquet Hall	\$100 per hour with a 3 hour minimum
Approx. Seating Capacity	220 persons with an open dance floor
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Clean Up Fee	\$75 (clear tables and remove garbage)
Next Day Pick up Fee	\$25 per hour with one hour minimum

Parking for non Moose members will be restricted to the parking area behind the south end of the building.