Delta Masonic Hall

13034 41st Ave South

Tukwila, WA

98168

Rental Checklist

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. Your permit

allows the consumption of alcohol inside of the building. If there is evidence of

consumption taking place outside the building you agree to forfeit your full cleaning deposit and cleaning will then be an additional charge.

**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 $50.00 per hour/per quarter

hour increments. $75 minimum charge. If gum or candy is found on the floor and/or the carpet you will be charged $100 for cleaning up the gum and or candy.

Of Special interest:

**City of Tukwila Noise Code**: No loud noise after 10:00 pm. If a noise complaint is filed by a neighbor of the Lodge you agree that your deposit will be forfeit.

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

and put away. The building and property must be vacated by you and your guests by 2 am. If you or your guests remain after 2am you agree that you will forfeit your deposit at the rate of $100 per half hour. Any property left in the building shall become the property of Delta Masonic Hall Association.

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.

**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 be used. If moved please return to original location

**Tables and chairs:** Capacity of the dining room is 120 people. Please return the

tables 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 key and 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 right hand drawer of table.

Please exit through the front door and turn off all remaining lights.

**Landlord: Delta Masonic Hall Association, Inc.**

Name: Richard Chapman DMHA representative.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name