

Delta Masonic Hall, Inc.
13034 41st Ave South Tukwila, WA 98168
206.433.9888

Rental Checklist

Name of Renter _____ Rental Agreement # _____

Telephone Contact Information: Day _____ Evening _____

Cell _____

Address: _____ Home ____ Business ____

Date of Event: _____ Likely Time IN _____ OUT _____

Type of Event: _____

Special Needs: _____

Serving Alcoholic Beverages (Beer, wine, spirits, etc.): Yes ____ / No ____

NOTE: Banquet Permit from the Washington State Liquor Board is required.

Received:

(Initial)

_____ \$ _____ Damage / Cleaning Deposit (Fees for additional cleaning if required will be deducted for Damage / Cleaning Deposit at the rate of \$30.00 per man hour, one hour minimum, and at quarter hour increments)

_____ \$ _____ Rental Fee (This covers one day rental which is 8:00 AM to 2:00 AM)

_____ Certificate of Personal Liability Insurance in the amount of \$200,000.00.

_____ Banquet Permit if serving Liquor

Note:

City of Tukwila Noises Code: No loud noise after 10:00 PM and vacate Hall by 2:00 AM

The Masonic Hall is a NON-Smoking Facility – Please do NOT smoke inside the building

RENTER WALK THRU:

(check)

- _____ Entry
- _____ Key Return Locations
- _____ How to unlock and lock the front door
- _____ Woman's coat room and bathroom
- _____ Closet for ladder and emergency bed
- _____ Men's coat room and bathroom
- _____ Storage closet for paper supplies and microphone podium
- _____ Dining Room
- _____ Thermostat over-ride timer
- _____ Table storage closet
- _____ Kitchen equipment and cupboards holding items renter can use
- _____ Fan & light switches
- _____ Broom/mop storage
- _____ Location of dumpsters key and dumpsters

Piano: The piano can be used.

Tables and Chairs: Capacity of the dining room is 120 people. Available space limits functional table and chair arrangements up to approximately 100 chairs. See storage locations for tables and chairs. See chart for standard table setup after event.

Kitchen Equipment: Renter may use refrigerator, freezer, coffee maker, stove, two ovens, dishwasher, sinks, and microwave and toaster oven. Renter may use dinner plates, salad plates, cups and serving plates and bowls located in cupboards above microwave. Renter may use coffee carafes, etc. located in cupboard and drawers near dishwasher. Renter may use pots, pans, trays, tubs, kitchen equipment stored in the open areas around the kitchen, and other kitchen equipment stored in drawers under the microwave. **SHOW** locations of garbage bags, liquid soaps, dishwasher soaps and dishwasher racks. Renter must pre-rinse dishes and silverware in a tub of hot soapy water and then wash dishes, silverware and smaller kitchen tools in dishwasher. Larger kitchen tools, pots and pans must be washed in tubs in sinks. The renter may use their own paper/plastic dishes and silverware. Renter must bring their own cloth towels, dishrags, food, and special tools and equipment.

Dishwasher Operation: See instructions on wall. **Demonstrate** procedure if renter seems interested in using the dishwasher.

Garbage Dumpster: Show location of key and dumpster. Renter must break-down cardboard boxes.

Cleanup: Leave it like you found it. Show locations of brooms, mops, mop bucket and ladder. Do NOT use anything with ammonia or alcohol on the tile floors.

Lock-Up, Return Key and Exit Hall: Turn off ovens, stove burners, grills, dishwasher, 3 fans in kitchen and lights. Timers will shut off bathroom lights. Close kitchen window. Lock all 4 exit doors and leave key on Temple Board mail shelf or in mail box in women's coatroom. Renter can exit hall through back doors from dining room because both doors automatically lock when firmly closed.

Emergency Contacts:

Admin Check List:

- 1) Signed Rental Agreement Dated _____ Received _____
 - 2) Damage/Cleaning Deposit \$ _____ Check # _____ Dated _____
 - 3) Rental Fee \$ _____ Check # _____ Dated _____
 - 4) Certificate of Personal Liability Insurance Dated _____ Received _____
 - 5) Key delivery arrangements. Date & Time Key was delivered _____
 - 6) Notify Hall custodian of rental date and time _____
 - 7) Logged on Master Calendar rental date and time _____
 - 8) Pre-rental inspection of Hall. Date and time _____
 - 9) Post-rental inspection of Hall. Date and time _____
 - 10) Any damage or extra clean up required: No _____ YES (explain) _____

 - 11) Return of Damage/Cleaning Deposit: Amount _____ Check# _____ Date _____
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