

### MASONIC BALLROOM RENTAL INFORMATION

#### **Pricing**

- \$60.00 Per hour
- \$100.00 Security deposit
- \$150.00 Clean-up Fee

#### *Our hourly rate includes the following:*

Room set-up according to your floor plan  
2 – 6' Rectangular tables (for buffet or seats 8 people)  
12 – Round tables (seats 8 people)  
100 – Lightweight folding chairs  
2 – Heavy duty stacking chairs  
Variable lighting and disco ball

#### **Security Deposits**

- Security deposit checks are collected when the contract is signed to reserve your date.
- Security deposits are ***completely refunded***, unless you cancel 10 days or less before your event or if there is damage to the premises during the event.

#### **Clean-up Fee**

- Clean-up fee is collected *no later* than ten (10) days prior to your event. You may choose to clean the room. If, upon inspection, the room is clean and free of damage, this fee will be ***refunded to you within 7 business days***.
- Or you may forfeit the fee and the Masonic staff will clean up for you!
- Necessary cleaning supplies are provided for you, but you may bring your own.

Please Note: We do not accept cash for deposits. Deposits may be paid with a check or money order only. Deposit checks are held until the date of your event, and only cashed if you cancel 10 days or less before your event or if there is damage to the premises.

#### **Flat Per Hour Rate**

- Unlike many venues, the Masonic Ballroom is rented as a flat per hour rate. This hourly rate is charged whether you are decorating, rehearsing, partying, or cleaning up.
- We offer a discounted rate of \$50 per hour for non-profits and charity events, with proper documentation.
- The full amount of your hourly rate and rented equipment plus sales tax will be collected immediately following your event.
- There is a 2-hour minimum to rent the Ballroom (wedding ceremonies only – 1-hour \$100. Only includes chair set-up, no use of catering room).

Please Note: You will be charged for the length of time you specify in the contract, even if your event starts later or ends earlier than planned. If your event goes over the contracted time you will be charged by the additional hour. Your event will be considered over when all your guests have left, you have removed any personal belongings (decorations, food, gifts etc.) from the building and finished cleaning, if applicable. Please take this into account when setting the start and end times for you event to give you enough time for set-up and clean up.

**Providing excellent service is important to us.**

**To ensure your event goes off without a hitch we require the following:**

- We must have your floor plan and guest count *no later than **fourteen (14) days*** prior to your event.

# THE MASONIC BUSINESS CENTER

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Drywell Group, LLC • 95 South Pine Avenue • Inverness, Florida 34450 • Tel 352-344-8840

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- If you choose to hire a caterer, they must be approved 2 weeks (14 days) prior to your event and you must be present while they set up and break down.
- A walk through must be conducted no later than 2 days before your event in order for you to sign off on the room set-up and condition. If major changes are requested after that time, a \$60 re-set fee will be charged.
- If you choose to serve alcohol, you must purchase event insurance naming us as an additional insured and those documents must be received in our office no later than fourteen (14) days prior to your event.
- If requested, set-up or decorating time will be arranged for the evening before or morning of your event when you sign your contract.