



ALBERT  
PIKE  
MASONIC CENTER

Items Included in Packages			
Tables/Chairs	Drinking Glasses	Ice Maker	Door Men
China	Wine Glasses	Coffee/Tea Maker	Scenic Stage Drops
Silverware	Commercial Kitchen	Police Officer	Bridal Suite

## FRIDAY & SATURDAY WEDDING PACKAGES

**Package W1:** Receive 4 hours in the building the night before the wedding ceremony for the purpose of a wedding rehearsal and/or dinner. Lessee will also receive 15 hours in the building the day of the ceremony which will include the setup, cleanup and duration of the wedding. This package includes use of the banquet hall, kitchen, dressing rooms and the auditorium. Additional items such as linens and cocktail tables are available but not included in the base price. Additional time is available at the rate of \$225 per hour if needed. **Contact For Pricing**

**Package W2:** Receive 4 hours in the building the night before the wedding ceremony for the purpose of a wedding rehearsal and/or dinner. Lessee will also receive 12 hours in the building the day of the ceremony which will include the setup, cleanup and duration of the wedding. This package includes use of the banquet hall, kitchen, dressing rooms and the auditorium. Additional items such as linens and security are available but not included in the base price. Additional time is available at the rate of \$225 per hour if needed. **Contact For Pricing**

**Package W3:** Receive 4 hours in the building the night before the wedding ceremony for the purpose of a wedding rehearsal and/or dinner. Lessee will also receive 10 hours in the building the day of the ceremony which will include the setup, cleanup and duration of the wedding. This package includes use of the banquet hall, kitchen, dressing rooms and the auditorium. Additional items such as linens and cocktail tables are available but not included in the base price. Additional time is available at the rate of \$225 per hour if needed. **Contact For Pricing**

**Package W4:** Receive 4 hours in the building the night before the wedding ceremony for the purpose of a wedding rehearsal and/or dinner. Lessee will also receive 8 hours in the building the day of the ceremony which will include the setup, cleanup and duration of the wedding. This package includes use of the banquet hall, kitchen, dressing rooms and the auditorium. Additional items such as linens and cocktail tables are available but not included in the base price. Additional time is available at the rate of \$225 per hour if needed. **Contact For Pricing**

**\*\*SIX HOURS OF SECURITY INCLUDED IN EACH PACKAGE\*\***

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# Albert Pike Masonic Center

## Rental Information/Deposit Payment

501-375-5587 or FAX: 501-375-5589

Lessee: \_\_\_\_\_ Deposit Date: \_\_\_\_\_  
 Event Purpose: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

The following are included in the normal rental fee:

- \_\_\_ Auditorium
- \_\_\_ Banquet room
- \_\_\_ Kitchen
- \_\_\_ Dressing Rooms
- \_\_\_ Dining tables and chair
- \_\_\_ Microphone(s)/Audio system  
     \*Auditorium Only

Cocktail Tables (6 available)	\$8.00 each
Additional hours beyond the standard noted above	\$225 (Per Hour)
6 hours of security is included in each package (Extra time is available if needed)	\$40 per hour

Lessee's Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Payment Authorization	
Card Holder	
Card Type	
Card Number	
Expiration Date	
Security Code	
Billing Zip Code	

### General Information

The lessee must provide proof of general liability insurance coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate. The policy shall name The Owners as "Additional Insured," and shall provide that its coverage is "primary" and, subject to availability, "non-contributory." The Masonic Center can provide lessee with an insurance agent who can provide such an event policy; or the lessee may use their own agent.

A deposit of \$500.00 is due at the time this Agreement is executed by the Lessor's representative and Lessee. Lessor may use the deposit to cover any damages, excessive janitorial expenses, or any other fees, including payment of security and fire false alarm fees, that may be necessary following Lessee's rentals at the sole and absolute discretion of Lessor. The deposit will be maintained by the Lessor throughout this entire Agreement. This deposit is nonrefundable if the Lessee cancels this Agreement with less than nine (9) months written notice. If the deposit is not needed as specified, it will be refunded within thirty (30) days of the final rental under this Agreement. Complete payment must be made no later than two weeks before the proposed event. No checks will be accepted within one month of the proposed event. **Half of the total balance will be due at the midway point between when the deposit is made and the actual date of the proposed event. If the proposed event is canceled after this payment is made, no monies will be returned to the lessee.**