

# Rental Visit Checklist for South Gate Masonic Hall Day Rental

Date of Site Visit: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

## Type of Event

Date of Rental: \_\_\_\_\_ Likely Times In \_\_\_\_\_ & Out \_\_\_\_\_

Special Needs: \_\_\_\_\_

Serving Alcoholic Beverages (beer, wine, spirits, etc.): \_\_\_ Yes \_\_\_ No \_\_\_

## SITE VISIT CHECKLIST

**\$\_\_\_\_\_ Refundable Damage/Cleaning Deposit:** Deposit check will reserve rental date. Deposit check will be returned within 30 days after rental if there is no damage or extra cleaning or damage.

**\$\_\_\_\_\_ Rental Fee:** Required before getting key to Hall. This covers for one day which is from 8a-2a.

**Certificate of Personal Liability Insurance:** Required before getting key to hall. Certificate is a written notice from insurance company that renter's insurance covers South Gate Masonic Association with a minimum of \$200,000 personal liability insurance during the date of rental.

**Banquet Permit - Serving Liquor:** Must be displayed at the Hall. Get permit from State liquor store.

**City of Burien Noise Code:** No loud noise after 10:00 p.m. Vacate Hall by 2 a.m.

**Non Smoking Facility:** Please do not smoke inside the building.

**Show Renter:** Entry, key return locations, how to unlock and lock front door, woman's coat room and bathroom, closet for ladder and emergency bed, men's bathroom, storage closet for paper supplies and microphone podium, dinning room, thermostat over-ride timer, table storage, kitchen equipment and cupboards holding items renter can use, fan & light switches, broom/mop storage, and locations of dumpster key and dumpster.

**Protection of Chairlift & Stairs:** Please do not operate the chairlift. The chairlift should be parked at the top of the stairs. Please block off the stairway to keep children off the stairway, and keep food and trash out of the chairlift track. Cost of a service call to the elevator maintenance company to get the chairlift working again will be deducted from the damage deposit.

**Decorations on Walls:** Please use the wires located around the top of the walls to hang decorations. Do not use pins, tacks or tape on the walls.

**Piano:** 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, 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 on shelf above sink counter. Renter may use glasses, small bowls and silverware located in cupboard and drawers near dishwasher. Renter may use pots, pans, trays, tubs, kitchen equipment stored in the open 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 the 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 exit doors and leave key on Temple Board mail shelf or in mail box in women's coat room. Renter can exit Hall through back doors from dining room because both doors automatically lock when firmly closed.

**Emergency Contacts:** Dick Mullert (206-439-8555 at work or 206-763-9689 at home), or Chuck Kent (206-795-3886)

**FOLLOW UP BEFORE AND AFTER RENTAL DAY**

1. Signed Rental Agreement dated \_\_\_\_\_
2. Received Damage/Cleaning Deposit: \$ \_\_\_\_\_ ck # \_\_\_\_\_ Dated \_\_\_\_\_
3. Received Rental Fee: \$ \_\_\_\_\_ ck # \_\_\_\_\_ Dated \_\_\_\_\_
4. Received Certificate of Personal Liability Insurance: Date \_\_\_\_\_
5. Key Delivery Arrangements
6. Notify custodian of Hall rental date and time
7. Date & Time Key Was Delivered: \_\_\_\_\_
8. Pre-Rental Inspection of Hall
9. Post-Rental Inspection of Hall
10. Any damage of extra cleanup? \_\_\_\_\_
11. Date Returned of Damage/Cleaning Deposit \_\_\_\_\_

**OWNER NAME & HALL ADDRESS AND PHONE**

**South Gate Masonic Association Phone at Hall: 206-433-9945 press 1 Or call  
Dick Mullert at one of the numbers above.**

**SMTA First Floor Rental Visit rev 02/09**