

Hancock Lodge Rental Agreement

In connection with my use of Hancock Lodge on _____, I agree to the following:

- a. I am responsible for the conduct of all members and guests of my party.
- b. **No** trespassing will be permitted on docks or privately owned boats at the Marina.
- c. **No** decorations of any kind are allowed on the walls. No tape, staples or tacks are to be used on the walls.
- d. Catering arrangements can be made through MCCA by calling 466-9067 if needed.
- e. All individuals must be of legal age to consume alcoholic beverages.
- f. **No** alcoholic beverages will be sold.
- g. **No** profiteering of any kind will occur in conjunction with Lodge use.
- h. I am responsible for any kind of damage to the building and/or property.
- i. I am responsible for cleaning and securing the lodge before I leave.

Additional Rental Information

1. Cleanup will consist of the following:

- a. All floors including restrooms will be swept and mopped, all trash will be collected and emptied into the dumpster. Tables and chairs are to be wiped clean and returned to their original position and location. Refrigerator, stove, oven microwave and toilets are to be wiped down and cleaned. Outside areas must be clean of all trash and debris. Windows and doors and to be left **SECURED**.

2. **Cleaning Items Provided:** Paper towels, toilet paper, soap dispensers with soap, push broom, broom, a mop with bucket and toilet brush. Patron to provide necessary cleaners.

3. Chairs and tables are provided for your use.

4. Maximum capacity inside the Lodge: 88 Patrons

5. There is a **\$100.00** deposit fee required to be received within one week of making the reservation. If you wish to cancel, you must do so two weeks **PRIOR** to the scheduled rental date. **If you cancel within those two weeks or do not properly clean the lodge you will NOT be refunded your \$100.00 deposit. Failure to secure the Lodge and/or return keys to Miller's Landing front desk will reflect in forfeiting the \$100.00 deposit as well. Deposits not claimed after 90 days of Lodge rental will be forfeited. Any breach of this agreement will result in forfeiting deposit.**

6. Rental fee for Hancock Lodge:

- a. 1000-1400 \$75.00
- b. 1600-2400 \$100.00
- c. 1000-2400 \$125.00

***Deposit and rental fee waived. Reserved through their MCCA Coordinator. Unit to be charged \$100 cleaning fee. _____**

The Lodge and recreation areas must be cleaned and evacuated by 0200, at which time PMO will check to ensure that the Lodge and all Exits are secure. Keys are to be returned NLT 1000 the following morning to Miller's Landing front desk.

7. If there are any discrepancies prior to the function, please let us know by calling 466-9067.

8. Hancock Lodge phone number is 466-3620.

9. Patrons are responsible for contacting Pass and ID at 466-5921, so civilian guests may gain access on the base.

Patrons Name (Print): _____ Type of Function: _____

Phone number: _____ Alt Phone Number: _____

Organization or Unit: _____ Rank: _____

Patrons Signature: _____ Date: _____

MCCA Representative: _____ Date: _____