

The Sphinx Club

All reservations and agreements are made upon, and are subject to, the rules and regulations of The Almas Shriners and the Customer, under the following terms and conditions:

- 1. RESERVATIONS:** All reservations and agreements are made upon, and are subjects to, rules and regulations of the Almas Shriners. Note: If a Customer's usage time for function rooms is for a longer period than one day, or Customer needs advance time for set-up or delay time for removal of equipment, then Customer will be charged at the daily rate for each such day as each function room or rooms are tied up and unavailable for bookings by other Customers.
- 2. FOOD:** All food items must be supplied and prepared by a licensed caterer who is a certified food handler and carries the necessary general liability and workman's compensation insurance.
- 3. BEVERAGE:** A licensee, The Almas Shriners is responsible for the administration of the sale of alcohol beverage and service in accordance with the District of Columbia Alcohol Beverage Control Regulations. It is an ACB policy, therefore, that all liquor, beer, and wine must be supplied by The Almas Shriners. The liquor license does not allow for sharing the profits from the bars.
- 4. ROOM SPACE USAGE:** Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of persons attending, Almas Shriners reserves the right to reassign the banquet room or function room requested. Almas Shriners reserves the right to charge a service fee (up to 20%) for setting up meeting rooms with special or extraordinary requirements.
- 5. GRATUITY/TAXES:** The policy requires a 20% gratuity and applicable tax on all beverage purchases. In the District of Columbia, the law states that the gratuity is taxable. On any service charge, miscellaneous charges, or room usage charges, a 10% tax is applicable.
- 6. GUARANTEES:** It is the policy that The Almas Shriners be notified five (5) business days (weekends excluded) prior to any function by 11:00 A.M., of the exact number of guests attending each event. If The Almas Shriners is not notified within the time frame specified, the number of guests indicated on the Agreement will become the guaranteed number and the Customer will be charged accordingly. Almas Shriners will set the room for the number guaranteed. Should the Customer's final guarantee fall below the Customer's estimated maximum attendance, the standard room usage charge will apply.
- 7. CANCELLATIONS:** A.) Customer Cancellation: Once the Agreement is signed, it is understood that if the Customer should cancel, the Customer will be subject to a cancellation fee of 25% of the estimated bill for this event. If the Customer cancels this function within two (2) business days prior to the event, the Customer will be charged the full amount. B.) Snow: If there is a minimum of six (6) inches of snow within 48 hours prior to your event, upon your written request the Almas Shriners will (a) reschedule your event within six months without penalty; or (b) reduce the minimum revenue requirement up to a maximum of 50% without penalty to hold the function on the original date. Criteria is as follows: Based on the National Weather Service Report. Final decision by the customer is to be made and communicated to the Almas Shriners no later than twentyfour (24) hours prior to the scheduled start time of the function. This applies to events held in the months of November through April.
- 8. BILLING and DEPOSITS:** The Almas Shriners requires a \$500 NON-REFUNDABLE deposit paid when the Agreement is signed. The balance of the contract shall be paid one (1) week prior to the event. and must be paid with cash, cashier's check or certified check, unless other billing arrangements have been established with Almas Shriners (NO PERSONAL CHECKS ARE ACCEPTED).
- 9. LIABILITY and DAMAGES:** The Almas Shriners reserves the right to inspect and control all private functions. The Customer shall indemnify, defend and hold Almas Shriners harmless from and against all claims, actions, damages, liability and expense to persons or property that may occur as a result of the Customer's use of the facilities, provided that such claims, actions, damages, liability and expenses arise out of, or result from the actions, inaction, omissions or negligence of the Customer or its agents, representatives or guests. The Customer will be held responsible for any damages to the building, equipment, decorations or fixtures belonging to The Almas Shriners lost or damaged during the affair due to the activities of the Customer's guests. Any loss of, or damaged property will be billed to the Customer at replacement cost. The Lessee agrees to hold Almas Shriners, harmless and indemnify them from any claim or liability of any kind or nature whatsoever for injury to property or persons resulting in any manner from the use of the premises by the Lessee. Lessee shall also furnish Almas Shriners, prior to entering upon said premises, certificates from a reliable insurance carrier stating that Lessee and Almas Shriners are fully covered and indemnified for any such liability, vandalism, or malicious mischief in limits of one million dollars (\$1,000,000.00) public liability and one million dollars (\$1,000,000.00) in property damage liability with Almas Shriners named as additional insured.
- 10. AUDIO VISUAL:** Audio visual supplies are available upon request at an additional charge. If any equipment usage is cancelled within 48 hours of the event, the full charge will be billed.
- 11. MISCELLANEOUS:** Telephone hook-up can be provided. There will be no taping, stapling, or tacking of any materials to the walls of the function rooms or hallways or ceilings. There will be no ticket sales of any type sold at the door.
- 12. LABOR CHARGE:** Service Charge: 18% of usage charge and total costs. Bartender Charge is per hour, unless written arrangements and/or changes are made in advance with The Almas Shriners.

Approved and accepted by:

Customer's Signature Date

The Almas Shriners' Representative Date