

Terms of Use

York Lodge Banquet/Meeting Hall

Location: 159 Alfred Road, West Kennebunk, Maine

The facility consists of a banquet/meeting room approximately 30x50 feet with adjacent kitchen, ladies and men's restrooms. Equipment includes approximately 12 3x8 foot folding tables and 100 folding chairs. The kitchen is well equipped and has a good working area.

Schedule: The facility is available between 7:00 am and 12:00 (midnight) Monday thru Saturday and from 12:00 (noon) to 11:00 pm on Sunday. A calendar with the current usage and availability, as well as a sample short term rental agreement can be found on our web site at www.masonsmaine.org/york22/YTCmain.html

Fees: The facility rents for \$200.00 per event. A deposit of \$50.00 is required at the time of reservation. The remaining \$150.00 is due and payable prior to the event.

Cancellations: Cancellations should be made as quickly as possible. If made two weeks prior to the event the deposit will be refunded, if less than two weeks prior, the deposit may be forfeited if another rental cannot be booked for that period.

Contact: If any additional information or assistance is required, either prior to, or during your event, you may contact a YTC representative at (207) 370-1557.

Signage: A permanent sign, located at the front of the parking area on Alfred Road, and may be used to announce your event, on the day of use. Arrangements may also be made for use of the sign to advertise your event prior to the date, if the sign is not reserved for that period. If you wish to use the sign please place the message you would like to have appear in the space below and indicate the dates on which you would like it to appear.

____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/

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To appear from ____/____/____/ to ____/____/____/

Parking: Leasing the facility also includes the use of the parking areas in the front and rear of the building. The parking areas should be used for access to the facility and parking for the event attendees. If any other use is intended please indicate that use below.

Kitchen area: The kitchen facility may be used during the rental period. The facility should be left in the condition in which it was found. If meal preparation is intended please indicated below and discuss the facility operations with the YTC representative prior to the rental period.

Kitchen will be used: Yes ____ No ____

Equipment operations reviewed by _____ date ____/____/____/

Alcohol: Alcohol may be served only with prior notice and approval. It is necessary that we notify and receive approval from the Grand Masonic Lodge of Maine, which is our insurer, prior to hosting an even at which alcohol is served.

Access & Cleaning: One of our representatives will inspect the facility with you and provide a key prior to your event. After the event our representative will again inspect the facility and retrieve the key. If any additional cleaning is required on any damage occurred you will be notified to either correct the issue or the cost of the correction will be deducted from the security deposit and any amount over the deposit billed to you. Please help us keep the facility in good operating order and remove any decorations, signs etc. and make sure the facility is clean and ready for the next use.

If you have need any assistance contact the YTC representative at (207) 370-1557.

Trash: Receptacles for trash are provided with plastic bag inserts. Bags should be closed, secured and placed in the trash container at the rear corner of the building.

Inspection:

Prior to use by: _____ Date ____/____/____/

Comments: _____

After use by: _____ Date ____/____/____/

Comments: _____