

ACCA Shriners
Management Plan

PREAMBLE

The use of the Assembly Room, Activity Center, Ballroom and grounds (collectively, the “Facilities”) is subject to and conditioned upon compliance with the rules and regulations set forth in this Management Plan. A copy of this Management Plan shall be attached to and become part of each rental agreement.

I. GENERAL

- A. The Facilities shall only be used as specifically defined on the date(s) and during the hours specified in the rental agreement.
- B. The Shriner Recorder must approve any use of the Facilities. Additionally, the Board of Directors of ACCA Shriners must approve all Ballroom events.
- C. The Lessee shall immediately report any problem, defect or unusual event to the security personnel or the attending Shriner Representative at the time of occurrence and submit a report the following day to the Shriner Recorder.
- D. The Facilities must be left in the same condition as prior to their use. A fee of \$125/\$175 or \$300 will be charged for cleanup depending upon the number of guests as determined by the Shriner Recorder.
- E. The Lessee shall be responsible for the actions and conduct of its guests and attendees. Events may be terminated for misconduct.
- F. Seating in the Ballroom is limited to 480 persons. Seating in the Assembly Room is limited to 300 persons. Seating in the Activity Center is limited to 375 persons.
- G. Smoking is not allowed in the Ballroom, Assembly Room or Activity Center.

- H. The Ballroom stage shall not be used for seating. Food shall not be served on the stage.

II. INSURANCE

- A. The Lessee shall obtain and present to the Shriner Recorder, at least fifteen (15) days prior to the event, a Certificate of Insurance for General Liability Coverage for a minimum of One Million Dollars (\$1,000,000) for public liability. The Certificate of Insurance must provide the following:

Certificate Holder: ACCA Shrine Directors, Trustees, Units/Clubs and Shrine International

MUST STATE: Certificate Holder is additional insured.

MUST STATE: Host Liquor Liability is included.

MAIL TO: ACCA Shrine Temple
1712 Bellevue Avenue
Richmond, VA 23227
c/o Recorder

- B. Caterers must have liability insurance for protection against claims for damages or injury while using the Facilities. A Certificate of Insurance must be furnished to the office of the Shriner Recorder at least fifteen (15) days prior to the use of the Facilities in the amount of One Million Dollars (\$1,000,000) for public liability and include coverage for product liability and Workman's Compensation. The Certificate of Insurance must provide the following:

Certificate Holder: ACCA Shrine Directors, Trustees, Units/Clubs and Shrine International

MUST STATE: Certificate Holder is additional insured

MAIL TO: 1712 Bellevue Avenue

Richmond, Virginia 23227

c/o Recorder

III. CATERERS

- A. The Shriner Recorder must approve all caterers.
- B. Caterers are responsible for cleaning the kitchen and adjoining setup room. All equipment and supplies belonging to caterers must be removed from the Facilities by 12:00 noon the day after the event. A Trash Dumpster Fee may be charged as determined by the Shriner Recorder.
- C. Unless approved otherwise by the Shriner Recorder, plastic glasses must be used at all functions.
- D. Beverages may not be served nor carried in the hallways.

IV. THEFT/LOSS

- A. Persons shall be responsible for all personal property placed in or about the premises.
- B. Lessee shall promptly reimburse ACCA Shriners the full amount required to repair or replace any property, real or personal, damaged during the use of the Facilities.
- C. Lessee shall indemnify and hold harmless ACCA Shriners, its Directors, Trustees, Officers/Agents or employees, from any claim or judgment, including attorney fees and costs incurred in defense thereof, made or entered against ACCA

Shriners by and of the guests/attendees of Lessee, for damage or injury arising from or related to the use of the Facilities.

V. DECORATIONS

- A. All decorations must be fireproof. Only 10” candles can be used. Candles or flame cannot extend above glass globe.
- B. No decorations may be attached to the floor, walls, ceiling or doors with glue, pins, tacks, nails, screws, scotch or any other type of tape, or in any other way.
- C. No rice, birdseed, sand, decorative glitter, or confetti may be used inside the building, or on the carpet outside the front door. No fire works of any type may be used.
- D. Decorations must be removed by 1:00 a.m. following the day of event, unless authorized by the Recorder’s Office, otherwise they will be considered abandoned and will be disposed of.
- E. Only lightweight ribbon or bows may be used on Assembly Room light fixtures, and attached with string or fine wire.
- F. All flags must remain in position on the stage at all times, for all events. All trees, flowers, and Shrine banners, or other Shrine decorations must remain in place at all times.
- G. No Shrine decorations may be moved in hallways leading from front entrance to ballroom. No drinks may be served in hallways.

VI. ACCESS TO FACILITIES

- A. Lessee shall not admit or permit any person or persons not a guest.

- B. The Lessee, building manager or security must be on premises at all times during an event.
- C. Lessee shall not leave the Facilities unattended or unlocked at any time.

VII. USE OF THE FACILITIES

- A. Lessee will use, or permit to be used, only those portions of the Facilities that the undersigned has been authorized to use according to the Rental Contract and will use said Facilities only for the purpose stated.
- B. Extreme care must be executed when objects are moved over the ballroom and stage floor. Band equipment must be moved on a dolly or hand truck with soft rubber wheels. The Lessee is responsible for any damage caused by Band or DJ.
- C. All monies due ACCA Shriners must be paid to the Recorder's office fifteen (15) days prior to the date of the event. In the event this rule is not complied with, the event will automatically be cancelled.
- D. A \$200.00 room deposit is required at the time of signing the contract for Assembly Room and Activity Center. A \$500.00 deposit is required for the Ballroom. If cancellation is made sixty (60) days prior to the event, fifty percent (50%) of the deposit will be refunded. Less than sixty (60) days, there will be no refund. \$175.00 is required if ACCA Shriners is providing insurance.
- E. Music and entertainment in the Ballroom and Activity Center shall cease by 12:00 midnight. The Ballroom and Assembly Room shall be vacated by 1:00 a.m. Entertainment in the Activity Center must cease at 10:30 p.m. and the building vacated by 11:00 p.m.

- F. All decorations must be removed from the Facilities by 1:00 a.m. on the day following the event.
- G. All tents must be removed within twenty-four (24) hours of the event.
- H. The hours of operation shall be as follows:
 - i. 9:00 a.m. – 10:00 p.m. Monday through Thursday
 - ii. 9:00 a.m. – 12:00 midnight Friday and Saturday
 - iii. 10:00 a.m. – 7:00 p.m. Sundays
 - iv. December 31st events may end at 2:00 a.m. January 1st.
- J. No parking shall be permitted in the alley.
- K. Outside events may not exceed two consecutive days.

VIII. ALCOHOLIC BEVERAGE CONTROL

- A. Lessee is required to obtain a Banquet License from the ABC Board if alcohol is served.
- B. Policemen or security officers shall be provided at all events serving alcohol. The Shriner Recorder shall determine the number of policemen or security officers required.
- C. Lessee must provide personnel at the entrance to the event to establish the age of persons to be served alcoholic beverages. Lessee shall refuse service to persons who cannot provide satisfactory evidence of their age.
- D. Events designed for children may not serve alcoholic beverages.
- E. Alcoholic beverages may not be carried from the premises.
- F. Individual beer coolers, kegs or glass bottles are not allowed.

IX. SECURITY & BUILDING SUPERVISOR

- A. Lessor shall provide security officers one half hour prior to a scheduled event and one half hour following an event at the rate of \$32.00 per hour charged to the Lessee. The number of security officers required will be determined by the Shriner Recorder. The Shriner Recorder shall obtain the security officers.
- B. The Shriner Recorder shall provide building supervisors to assist with admitting guests, monitoring and enforcing the ACCA rules and zoning conditions, monitoring the maintenance of the Facilities, and assisting security officers.
- C. At least one Shriner shall be present during the entire function. The number of attending Shriners shall be determined by the Shriner Recorder.