

# Gloucester Masonic Building Corp.

Hall check list (11/10 CRc)

☀ Call :30 min prior to exiting hall GMBC personnel to "Close / Clean Hall"  
Please no moving of large furniture across floors

## ↻ Hall

- No Smoking in Building (dispose of butts appropriately not on ground )
- Place Cans and bottle in receptacles provided
- Tables wiped Clean
- Spills wiped up
- Tables & Chairs placed back on racks "stored in back room"
- Floor swept with "push broom if very dirty"
- Floor swept with "dry mop if clean"
- Trash bagged, and placed by outside trash container

## ↻ Kitchen

- Coffee pot cleaned and rinsed
- Sinks rinsed
- Refrigerator cleaned out of event food

## ↻ Exiting Hall

- Heat set to 55 degrees
- Lights in Bathrooms, Hallway, and Hall "Off"
- Dehumidifiers "On and set to 7" in damp times
- Report any issues or problems

↻ **Please: Avoid cleaning charges (\$50.00) by insuring the above is completed**

☀ Call :30 min prior to exiting hall GMBC personnel to "Close / Clean Hall"

351.201.9154 cell























978.879.4083 home

978.281.0686 alt

# Gloucester Masonic Building Corp.

## Hall check list (11/10 CRE)

### Information Required for rental of Hall

-  Masonic contact, general public, organization
-  Name, address, contact information
-  Date / dates requested
-  Time of event
-  Set up time requested
-  Departure time requested
  -  Over all time usage is a 4:00 hour period. Charges for additional time will apply. 0:45 minutes are allowed for set up and or clean up
-  Set up requirements (fees apply) < 3 tables
  -  Tables
  -  Chairs
  -  Other
-  Deposit
  -  \$75.00 refundable upon conditions being met
-  GMBC supplied
  -  Use of kitchen
    - Coffee pots
      - 20 cup
      - 40 cup
    - Stove / Oven
    - Refrigerator
  -  Stocked bath rooms
  -  Emergency contact information
  -  Tables / Chairs
    - 17 round 5' , 8 rectangle 2'x 10'
  -  Heat, Outside Air flow, Lights
  -  General clean up is provided “see rental agreement”
-  Renter supplied articles
  - Trash bags (fresh bags to be placed in container after event)
  - Paper goods (paper towels for general clean up)
  - Table cloths (required)
-  General clean up
  - Exterior for trash and Cigarette butts

# Gloucester Masonic Building Corp.

## Application

**Event Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
City State ZIP Code

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
( ) ( )

Date Requested: \_\_\_\_\_ Set up time Requested: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End time: \_\_\_\_\_

Tables set up 5' diameter?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many	Qty.
Tables set up 2' x 8' rectangle?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many	Qty.
Chairs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many (5-6 / table)	Qty.

Special Requests:

**Set up fee apply for more than 3 tables!**

**GMBC use**

Masonic Contact:	Deposit:	\$N/A	Returned	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rental Fee: \$			Paid: \$		
Business:	Deposit:	\$75.00	Returned	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rental Fee: \$			Paid: \$		
Personal:	Deposit:	\$75.00	Returned	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rental Fee: \$			Paid: \$		

**Disclaimer and Signature**

*I have read, and understand the rules and conditions of renting the hall from the GMBC.*  
*Cash Deposit shall be refunded upon conditions being meet by a representative of the GMBC. Conditions not met will result in the deposit being held by the GMBC representative.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO CLERK WITH CHECK:  
 Wayne Anderton 14 Willow St., Gloucester, Ma 01930