



The George Washington Masonic National Memorial Association

101 Callahan Drive
Alexandria, Virginia 22301-2751

Tenant Space Agreement

Event

(Date)

The undersigned individual(s) or entity/entities (hereinafter "*Tenant(s)*") hereby agrees as follows: The George Washington Masonic National Memorial Association (hereinafter "*Association*") makes the facilities of the Memorial available at its sole discretion for events sponsored by individuals, non-profit organizations, charitable organizations, government agencies and/or other organizations whose purpose are compatible with those of Freemasonry, in return for a rental fee commensurate with the space and resources utilized, as set forth below.

In order to reserve a *Tenant Space* for an event, *Tenant* must place 50 percent (50%) of the rental fee on deposit with the *Association* at the time of the reservation. *Tenant* must make a refundable *Security Deposit of \$500.00* at the time of the reservation, which deposit is not part of the rental fee. If one or both of the rental deposit or Security Deposit have not been received within two weeks of the time the tenant makes the reservation, this Agreement is null and void and the *Association* has no obligations to *Tenant*. The Security Deposit will be returned to the *Tenant* if all the requirements of the *Tenant Space Agreement* are met by the *Tenant* to the satisfaction of the *Association*. *The Association retains the right to use the security deposit toward any additional fees, including but not limited to: overtime, unpaid rent, tours of the Observation Deck, Insurance Fees, etc.* Total fees are due no later than thirty (30) days prior to the date of the event.

Organizations or individuals desiring to use space at the Memorial must provide a certificate of insurance, a minimum of ten (10) days prior to the date of the event, indicating that they have General Liability Insurance Coverage in the amount of one million dollars (\$1,000,000.00) per incident for the planned event. Where food is being served at any planned event, a Certificate of Insurance indicating Product Liability is also required from the caterer of the event. The *Association* must be named as an additional insured on the Certificate of Insurance.

Serving of alcoholic beverages during any use of the Memorial facilities must be approved by the *Association* and a copy of the License from the Virginia Department of Alcoholic Beverage Control must be provided to the *Association* (10) days prior to the event.

Smoking is prohibited in all enclosed areas within the Memorial facility. This includes hallways, all meeting rooms, restrooms, kitchen, dining room, elevators, stairs and observation deck. If smoking violation occurs, *Tenant* will be charged \$500 non-refundable fee.

Any *Tenant* who requires special props, furniture, musical instruments, costumes, support services, etc. for use during the time the space is used, is responsible for bringing all such items and support services into the Memorial and to the space to be used and immediately removing such items from the Memorial upon the completion of the event. The *Association* is not responsible for the security of any such items while they are in the Memorial or on the Memorial grounds.

Tenants are required to provide their own personnel to direct attendees for their particular function to the space indicated in this agreement. Other areas of the Memorial not specifically listed in this agreement are not to be entered by the *Tenant* or attendees to the event sponsored by the *Tenant*.



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The use of the main parking area is included in the fee charged for the use of any space planned to be used under this agreement. This parking area must be shared with any other *Tenant* who has reserved a space in the Memorial on the same date on a first come, first served basis. Overnight Parking is prohibited; all vehicles must vacate the Memorial parking lot at the close of the event.

In the event of cancellation of the reservation by tenant, the Association will retain 25 percent (25%) of the rental fee set forth herein as a handling fee. In the event of any unexpected mechanical failure, weather or other conditions that make the space for the planned event inaccessible or unsuitable for the planned event, the *Association* cannot be held responsible for any loss incurred by the *Tenant* due to such conditions. In the event of such conditions, the *Association* will retain 25 percent (25%) of the contract as a handling fee.

The maximum number of attendees allowed in the Theater is 350. The maximum number of attendees allowed in Grand Masonic Hall is 250. If the number of attendees exceeds these numbers the event will be cancelled. The use of any fireworks or sparklers is prohibited. Excessively loud music is not allowed. The acceptable level of music will be determined by Memorial Staff. If excessively loud music is played the event will be cancelled.

Caterers or *Tenant(s)* are required to provide floor plan, timeline and list of vendors three weeks prior the date of the event for approval. No items by caterers or vendors are permitted to block off the entrance, stairs or exits, including the elevators. Caterers contracted by *Tenant(s)* are to remove all trash from the premises upon completion of the planned event. Please see the attached Kitchen Rules. *Tenant(s)*, organizations and individuals, not using a contracted Caterer are to bag all trash and place it in the trash receptacle located outside the east kitchen door. Liquid beverages of any kind are not to be dumped into trash receptacles, all liquid, beverages are to be dumped into the kitchen sink. In no case may any Caterer or *Tenant* leave alcoholic beverages in the building after the conclusion of the event. All *Tenant(s)* are to clean the kitchen countertops, work areas, range top and kitchen floor. All *Tenant(s)* are to remove all items from all spaces used, including trash, prior to leaving the premises.

Tenant(s) shall indemnify and hold harmless the Memorial for: all damages to the Memorial building, its contents, and/or the Memorial grounds; as well as for any personal injury or wrongful death arising out of or in any way caused by *Tenant(s)* or any person in attendance at *Tenant(s)*' event. The *Tenant(s)* agrees to leave the premises in as good a condition as it was upon their arrival for the planned event.

This Agreement is to be construed and interpreted under Virginia law. If any provision of this agreement is found to be unenforceable, the remainder of the Agreement shall remain in effect as if the offending portion was never part of the agreement. The venue for the determination of any disputes under this Agreement shall be the Alexandria General District Court or the Alexandria Circuit Court, in Alexandria, Virginia.



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The fee quoted for your event, as applicable, is as follows:

Grand Masonic Hall & Kitchen	\$
Observation Deck Tours:	
Security Deposit:	
Total:	\$

Deposit for the following date and time: \$

Date:

Time: 6:00pm – 12:00am

Guests Arrival: no earlier than 6:00pm

Catering Company Arrival and unload: 3:30pm-5:00pm

Set up Time: 4:00pm-6:00pm

Clean up Time: 11:00pm – 12:00am

Delivery furniture and kitchen equipment: 8:00am-9:00am

Pick up date and time: on the day of the event at 11:00pm or 8:00am-9:00am on the next day

Rooms: Grand Masonic Hall & Kitchen

Additional Service:

Tenant Organization/Individual:

Date of Agreement:

Name of *Tenant* Representative:

Address of *Tenant*:

Telephone number of *Tenant*: ; e-mail:

Tenant Signature: _____ Title: _____ Date: _____

Accepted by The George Washington Masonic National Memorial Association:

Signature: _____ Date: _____

George D. Seghers, Executive Director

Radka Mavrova - Special Events

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