**Temple Lodge No. 6 dba The Lodge Event Venue**

**Policies and Procedures**

1. Damage to the facility in any form will be photographed by The Lodge Event Venue or an agent acting on our behalf and a formal repair/cleaning cost invoice will be submitted to Lessee along with any remaining unused balance of Lessee’s damage deposit. If the damage and/or excessive cleanup exceeds the deposit amount, Lessee will be invoiced for the repairs and extra cleanup at the following rates. $50.00/hour.
2. The possession of any intoxicant or drug other than alcohol is prohibited on Temple Lodge #6 property. Intoxicants and drugs are un-prescribed controlled substances as defined by the United States Drug Enforcement Administration.
3. Any actions which would constitute a criminal act under the laws of the United States, the State of New Mexico, the County of Bernalillo and/or the City of Albuquerque are prohibited on Temple Lodge #6 property. Violation of this rule may result in termination of a rental agreement, usage privileges agreement, and/or removal from the property.
4. No firearms are permitted on the property except for licensed security officers hired for the event. This shall not apply to full-time, salaried law enforcement officers. If unauthorized firearms are discovered during the event, the event will be immediately terminated, and all guests will be required to leave the property.
5. Smoking is not permitted. If smoking materials are discarded in planters, on sidewalks, parking spaces or grounds, an extra cleanup charge may be imposed. Any guests violating the smoking restrictions will be asked to vacate the premises by the event staff.
6. Ladders may be used for decorating by the Renter. However, Renter and Renter’s agents shall not stand on tables or chairs. The use of ladders is at the user’s own risk.
7. Any damage caused by securing decorations will be charged to the Renter. Event trash on the grounds, sidewalks, roadways, and lawns (including cigarette butts) must also be cleaned up and placed in designated disposal containers.
8. The Lodge Event Venue does not hire, negotiate rates, sign contracts, or make payments with all other vendors.
9. For wedding receptions, full bar service will only commence after the ceremony. The bride and groom may have a pre-ceremony toast, however.
10. Home-made food is not allowed. All catering companies must be self-contained with hot boxes in their kitchen trailers.
11. No alcohol may be served during meeting events and only breakfast or lunch items and light snacks may be served during these meetings.