

Petaluma Elks Lodge #901

EVENT VENUE RENTAL

The Petaluma Elks Lodge is a wonderful choice for your next meeting or event, as a wedding venue, or as the perfect location for your next big party or celebration. The Lodge features a full bar, commercial kitchen, dining rooms, an outdoor BBQ patio area, and free guest parking.

Our Petaluma Lodge was founded in 1904 and today is over 1,000 members strong. Our current lodge facility, built in 1997, was designed to accommodate both the needs of our membership and of our surrounding community. It is our ongoing goal to make available one of the region's most affordable spaces for groups large and small to congregate in the spirit of fellowship and common purpose.

Our membership raises over \$26,000 a year for community, state, and national charities. When you rent and utilize the Petaluma Elks Lodge, you are helping to return funds to the needy here in Petaluma and beyond.

Check us out on the web (www.elks901.org) and Facebook.

Amenities:

- Full Bar Service
- Handicapped Accessible
- Outside Catering Allowed
- Various Room Sizes
- Elevated Stage
- Dance Floor
- Tables and Chairs
- Large Projection Screen
- BBQ
- WIFI Internet
- Set-up/Clean-up Service
- Free Parking



Room 2 and 3 decorated for a wedding

Rooms for All Occasions:

- Weddings*
- Birthdays*
- Anniversaries*
- Banquets*
- Fundraisers*
- Business Meetings*
- Conferences*
- Memorials*
- Any Special Event!*



Front entrance and off-street parking



FACILITIES

Elks Lodge #901 can comfortably accommodate small intimate groups up to a large group of 320 attendees (or more if using the outdoor patio). The space is flexible to your needs; the bar/lounge and each of the three rooms can be closed off for separate uses or combined together into one large area. All indoor spaces are comfortably climate controlled with AC/heating. Restrooms are ADA approved.

BAR/LOUNGE

The inviting wood bar features bar-stool seating with occupancy of 83. The room can be configured as open receptions area, with high tables for buffet or display, or with table seating. The space is perfect for standing appetizer parties, meet & greet events, informal presentations, and intimate gatherings. The Bar connects to Room 1 and can be opened fully to combine the spaces. Bar use is included with any space rental and an ABC License.

Room 1 & Room 2

These spaces are similar and can be used separated or combined into one large open space. This large space is perfect to accommodate weddings, parties, displays, DJs & dancing, and presentations. The rooms can be configured with an elevated stage and/or projection screen. Each of the rooms have direct access to the Kitchen. Room 1 can be fully opened to Bar area. Room 2 can be fully opened to Room 3.



Bar/Lounge



Bar/Lounge combined with Room 1



Rooms 1 & 2



Room 3

This carpeted back room has windows for natural light, and works well for presentations, business meetings, and meals for small groups. Room 3 connects directly with the Patio, and can be fully opened to combine with Room 2.



Room 3 with afternoon light from Patio area



Patio

Walled off for privacy, the patio features umbrella covered tables, heat lamps, a large covered gas BBQ area with sink, and a pleasant wall fountain. It can be used separately or connects directly with Room 3 if additional space or an indoor area is needed.

Kitchen

Large fully equipped commercial kitchen. Rental includes use of 4 ovens, 2 convection ovens, 4 alto-shams, 8 gas burners, 2 flat grills, 1 regular grill, refrigerator, ice machine, sinks, counter space, pots, pans, commercial dishwasher. Also included is BBQ trailer for use in back (you supply charcoal).



RATES

Rooms can be set in banquet, conference, or reception styles. Occupancy varies depending on style. Room rental includes: setup, cleanup, chairs, 60" round tables, 6' and 8' banquet tables, microphone, drop-down movie screen, projector, audio system, stage, and podium.

Rate is for 4 hours for each space. Additional charge per hour after 4 hours.

Room	Max Occ	Weekday	Weekend
1	125	\$625	\$675
2	121	\$450	\$500
3	67	\$350	\$375
1, 2, & 3	320	\$1425	\$1550
Patio	~80	\$200	\$200



Required Fees:

Site Supervisor/Parking	\$25/hr
Attendant (1 per 100 guests)	
Liability Insurance	\$176
Security/Damage Deposit	\$250

Alcohol/Bar Fees

ABC License *	\$100/Private (invited guests) \$175/Public Event
Bartenders (1 per 75 guests)	\$35/hr
Hosted Bar Service Charge	18% of gross sales
Corkage	\$7/bottle

* Due to ABC requirements, liquor license required for any event where alcohol will be consumed. Alcohol cannot be brought in or on the premises without prior arrangement and coordination.

Optional Services and Fees:

Dishwasher (1 per 150 guests)	\$25/hr
Place Settings (plates, silverware, water glass)	\$4/set
Wine Glass	\$1/glass
Salt & Pepper Shakers (set)	\$2/set
Coffee Service (1 per 100 guests)	\$100
Water Station	\$50
Kitchen	\$200

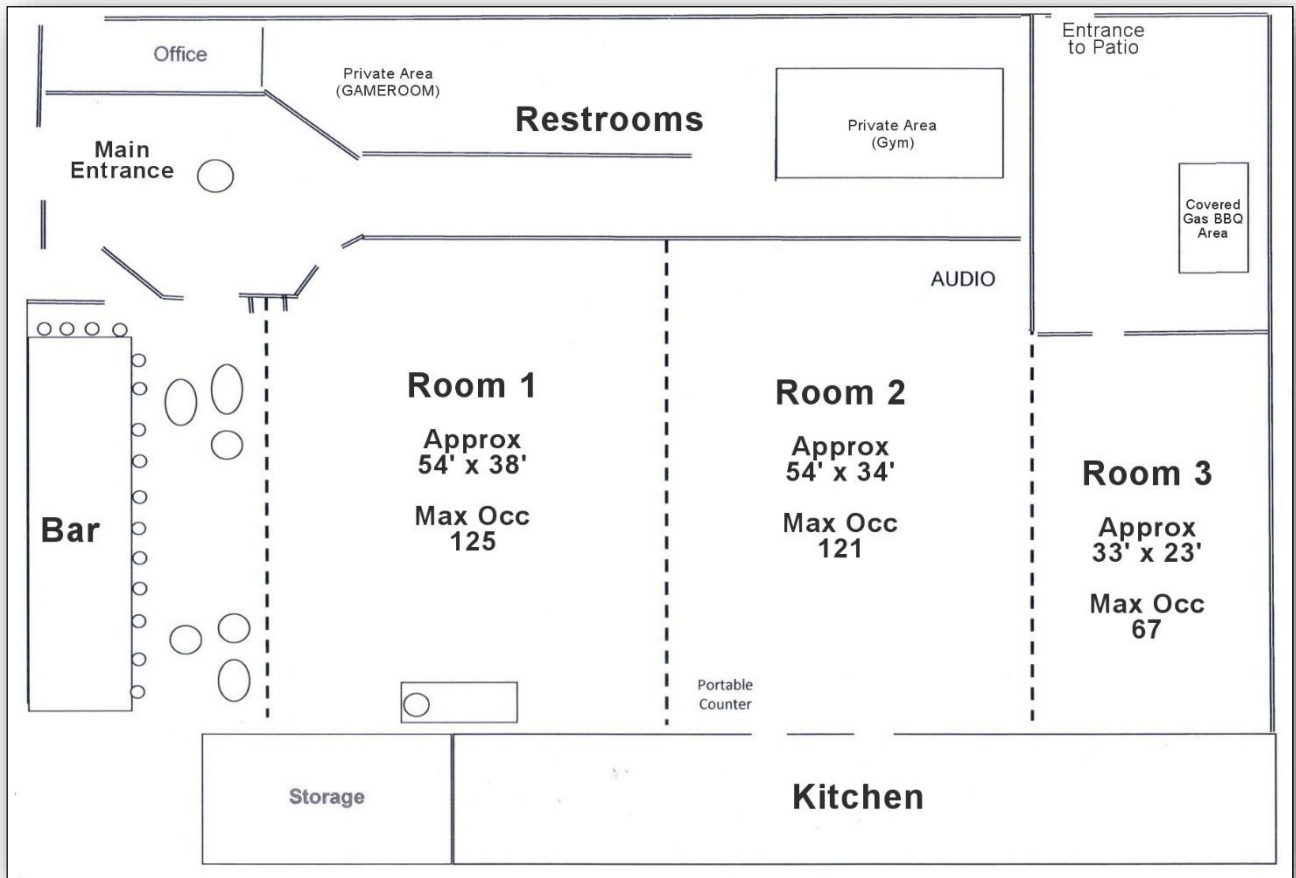
ELKS 901 MEMBER DISCOUNTS:

Member Event
(booked & paid by member and/or immediate family) receives 25% discount on room rental.

Memorial Service
for a member or their immediate family receives free room rental, and must cover hard costs.

Immediate family includes the member's spouse, children, parents, and in-laws.





GENERAL POLICIES:

Elks Members are allowed in the lodge whenever the club is open. During your event, a space at the bar will be available and reserved for our Lodge Members.

Venue rental does not include use of the game room or gym.

The lodge is a non-smoking facility, cannabis use/possession is not allowed.

No candles or open flames.

Events to end no later than 11:00pm

