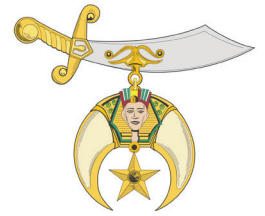




Mizpah Shrine Center

Fort Wayne, Indiana



Imperial Room Reservation Procedure

March 1, 2014

Goeglein's Catering is the sole provider of catering service and room rental of the Imperial Room.

All requests for reservations for the use of the Mizpah Shrine Center's Imperial Room must be processed through Goeglein's Catering.

Contact information: Greg Goeglein, 260-749-5192 or 800-286-5402

For any and all open dates, Goeglein's reserves first right to the date requested.

Member Use

Nobles of Mizpah Shrine Center will receive a member discount with the following criteria met:

1. Noble must be requesting discount for immediate family member only. Cousins, nieces, brother, sister or other family members will not be allowed a discount.
2. Mizpah Shrine Center member will notify Goeglein's of intent to request discount. Goeglein's will contact The Potentate for approval. Once approval is provided, Goeglein's will adjust room rental at time account settlement is made.

Other Masonic Bodies Use

While at times other Masonic bodies may request use of the Imperial Room, it will be solely Goeglein's and The Potentate's discretion for use on the date requested and what charges will be applied. Our goal is to work together for mutual use of the Imperial Room. All efforts will be made to accommodate all parties.

Club/Unit Imperial Room Use

1. Clubs and units desiring use of the Imperial Room for a club or unit function must first contact Goeglein's to determine open date and room availability. No room charge will be made.
2. Carry in of food is allowed, i.e. "pot luck" or items provided by club/unit members. All catered items must be purchased from Goeglein's. No other food items may be purchased and delivered. Alcohol carry in is not permitted by State law. Mizpah Shrine Center's bar staff is available for refreshment service with prior to the even arrangements made. Goeglein's also can provide beverages at an additional cost if desired.
3. Club or unit requesting and using the Imperial Room will be responsible for set up of the room for their use.
4. Club or unit using the Imperial Room will be responsible for leaving the room set up as found and clean. A cleaning charge of \$150.00 will be assessed if the Imperial Room and catering kitchen are not clean.

Goeglein's is responsible for booking all events to be held at the Imperial Room. Often these dates are booked on to two years out. Every effort will be made to accommodate clubs and units as requested but will be subject to prior bookings. Should a dispute arise, The Potentate and Goeglein's will make all final decisions.

Every effort has been made to include all known events throughout the year. All clubs and units are requested to provide The Potentate in writing their requested date for the following year on or before December 15th. The current potentate will provide the requests to the current Chief Rabban for inclusion in the following year's calendar. Requests for dates received after December 15th will be "as available" and subject to prior bookings by Goeglein's and/or clubs and units who submitted their requests.

The Mizpah Shrine Center office will maintain a calendar for reference only.

The Mizpah Shrine Center office will have no say in the determination of who receives approval for requested dates. Responsibility for approval rests solely with The Potentate/Chief Rabban and Goeglein's.