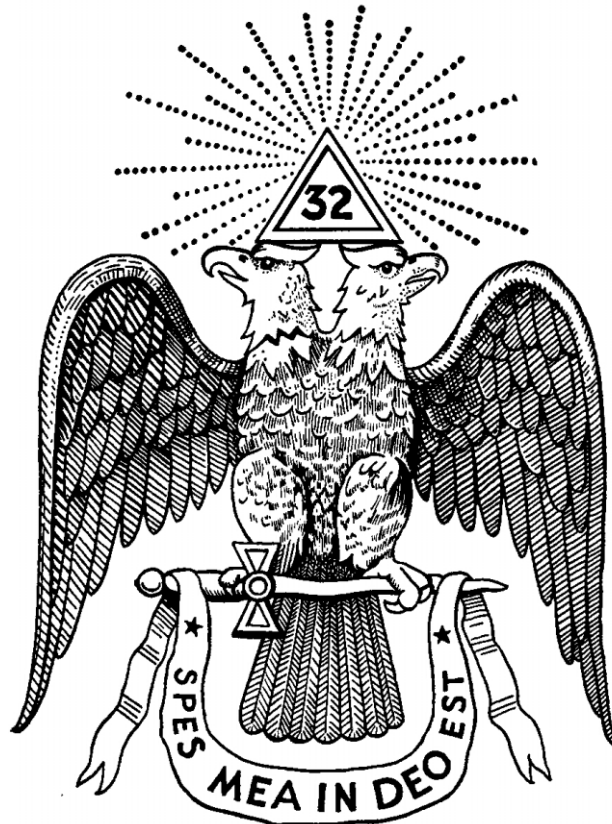


Scottish Rite Masonic Center  
202 S. 20<sup>th</sup> Street  
Omaha, NE 68102



402-342-1300

402-344-0252 (fax)

[cedic@scottishriteomaha.org](mailto:cedic@scottishriteomaha.org)

[www.scottishriteomaha.org](http://www.scottishriteomaha.org)

Rental fees and guidelines

(Rev 05.2011)

**Scottish Rite Masonic Center  
Rental Fees and Policy Guidelines**

The Scottish Rite Masonic Center at 202 South 20<sup>th</sup> Street, Omaha Nebraska was completed and first used in November 1914. The building has over 47,000 square feet on four floors and attic. The first floor has offices, lobby, dining room, and kitchen. The main ballroom another dining room and lounge are on the second floor, the 33° Meeting room, lodge room and auditorium on the third, and a library, wardrobe room and the auditorium balcony are on the fourth floor.

**The Scottish Rite Masonic Center Building is a building for the use of the members only. As a public service to the community, the facilities may be rented to responsible individuals and recognized groups. The Building Use Committee reserves the right to refuse building use to any individual or group when they deem that said use is not in the best interest of the Scottish Rite, its mission or its non-profit status. A member of the Scottish Rite must be an active sponsor of the event for which the building is being rented. Renters of the building will provide proof of liability insurance for the event.**

***Rental Fees***

When renting more than one area, the total cost will be figured on an individual basis.

***Dining Room-***

*Rental fee*      \$750.00

This elegant 1<sup>st</sup> floor space will seat up to 95 people for a meal. Food can be served buffet style with use of the adjacent serving kitchen. The room is completely carpeted and has a pull-down screen, sound system, tables and chairs available.

***Entire 2<sup>nd</sup> Floor-***

*Rental fee*      \$2000.00

This large room will accommodate up to 250 people for dining with round tables. The floor is a beautiful hardwood floor finish. Tables, chairs and sound system are available for use. Directly adjacent to the ballroom is a beautiful buffet serving kitchen for serving food prepared for any reception.

***East Side of 2<sup>nd</sup> floor-***

*Rental fee*      \$1000.00

This 2<sup>nd</sup> floor carpeted area will accommodate up to 70 people sit-down dining or 150 for reception. It is well suited for a gathering area for social functions. The antique leaded-glass doors can be shut for use as a classroom or smaller meeting area. This elegant area also includes a bar, fireplace and seating for an additional 25 people. This is the gathering place for cocktails before a reception or a small group to enjoy an intimate setting for relaxing or watching that special game on our big screen television.

***Stirling Conference Room-***

*Rental fee*      \$100.00

This intimate 2<sup>nd</sup> floor room is a sitting room for that private time away from the crowd for either men or women. It would be a great card room or place to prepare to meet your reception guests.

***33° Meeting Room-***

*Rental fee*      \$350.00

This 3<sup>rd</sup> floor conference room is equipped with a large conference table with 13 padded conference chairs and several wooden high-back chairs around the perimeter. This room is adorned with the pictures of prominent members of Scottish Rite.

***Scottish Rite Lodge Room-***

*Rental fee*      \$350.00

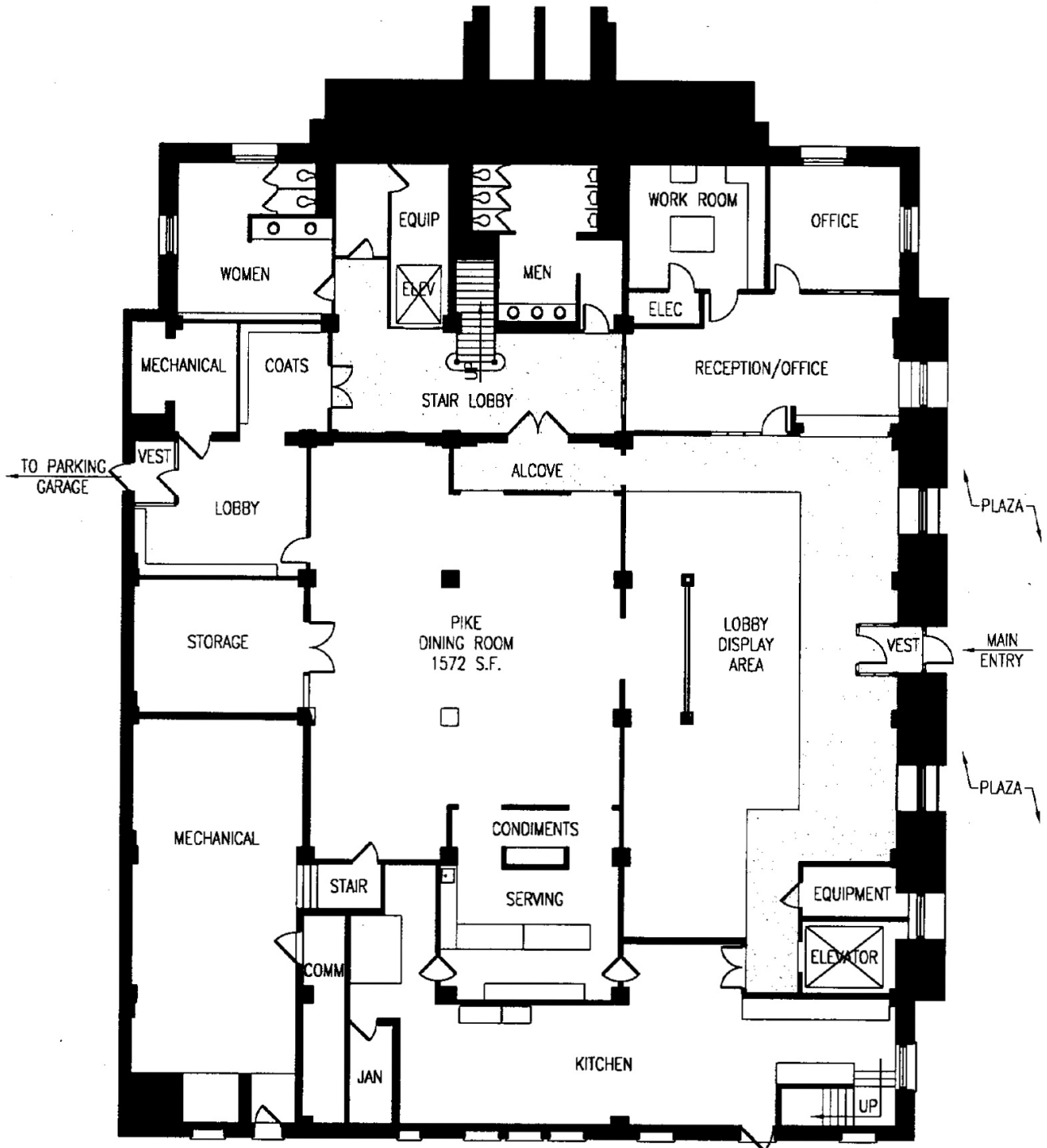
This room will accommodate 80 people for a meeting. This carpeted room is lined with bench seating and can be used for meetings or classes.

***Scottish Rite Theater-***

*Rental fee*      \$1000.00      (\$750.00 if rented with Entire 2<sup>nd</sup> Floor)

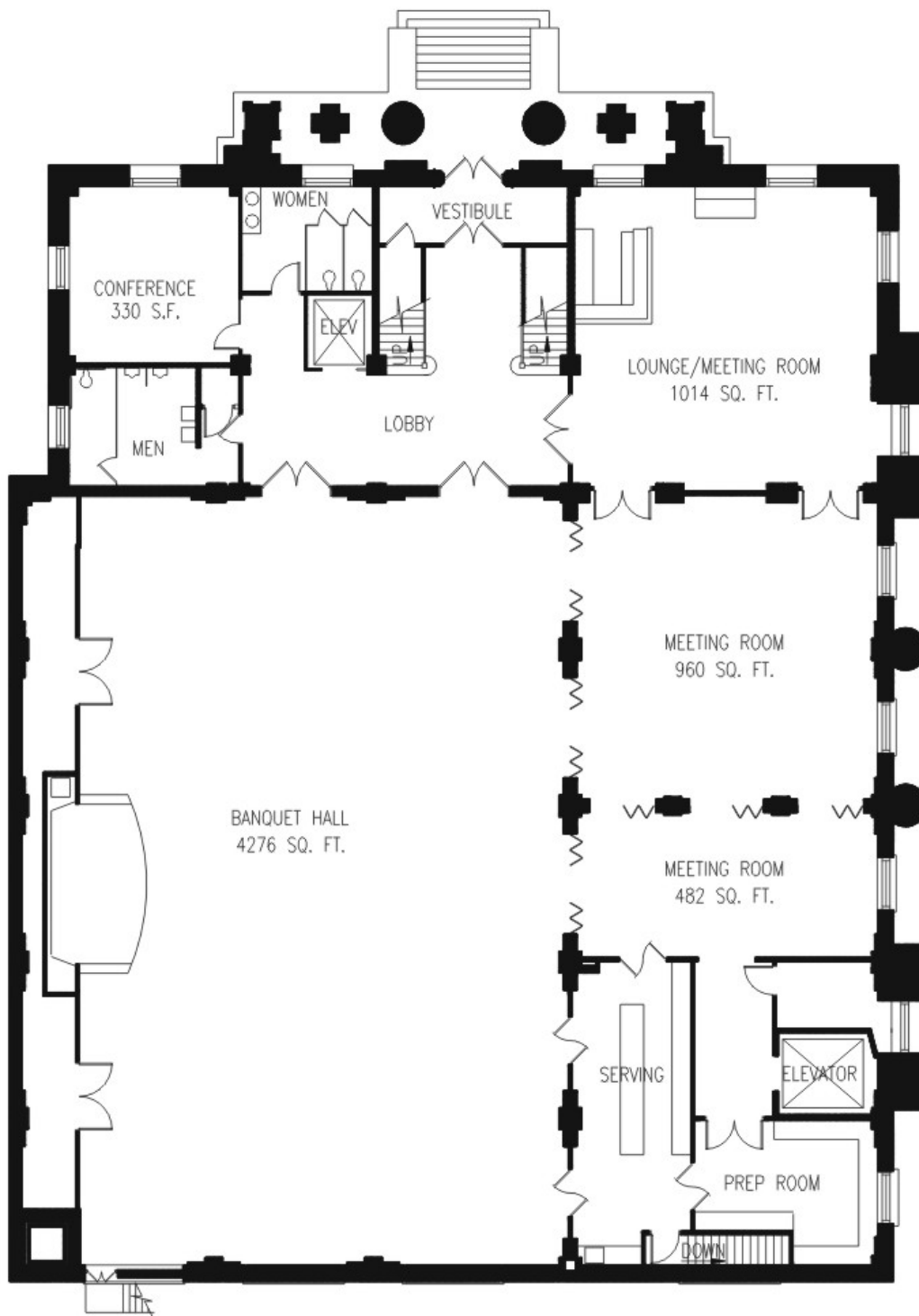
One of the best-kept secrets in Omaha, this beautiful theater has seating for 217 in theater seats on the main floor and 185 in the balcony. Additional seating may be added on main floor seating. The stage is 40 feet wide by 25 feet deep. It has 22 picturesque scenes available with lighting and sound (operated by approved technicians).

*Rental fees are subject to change.*

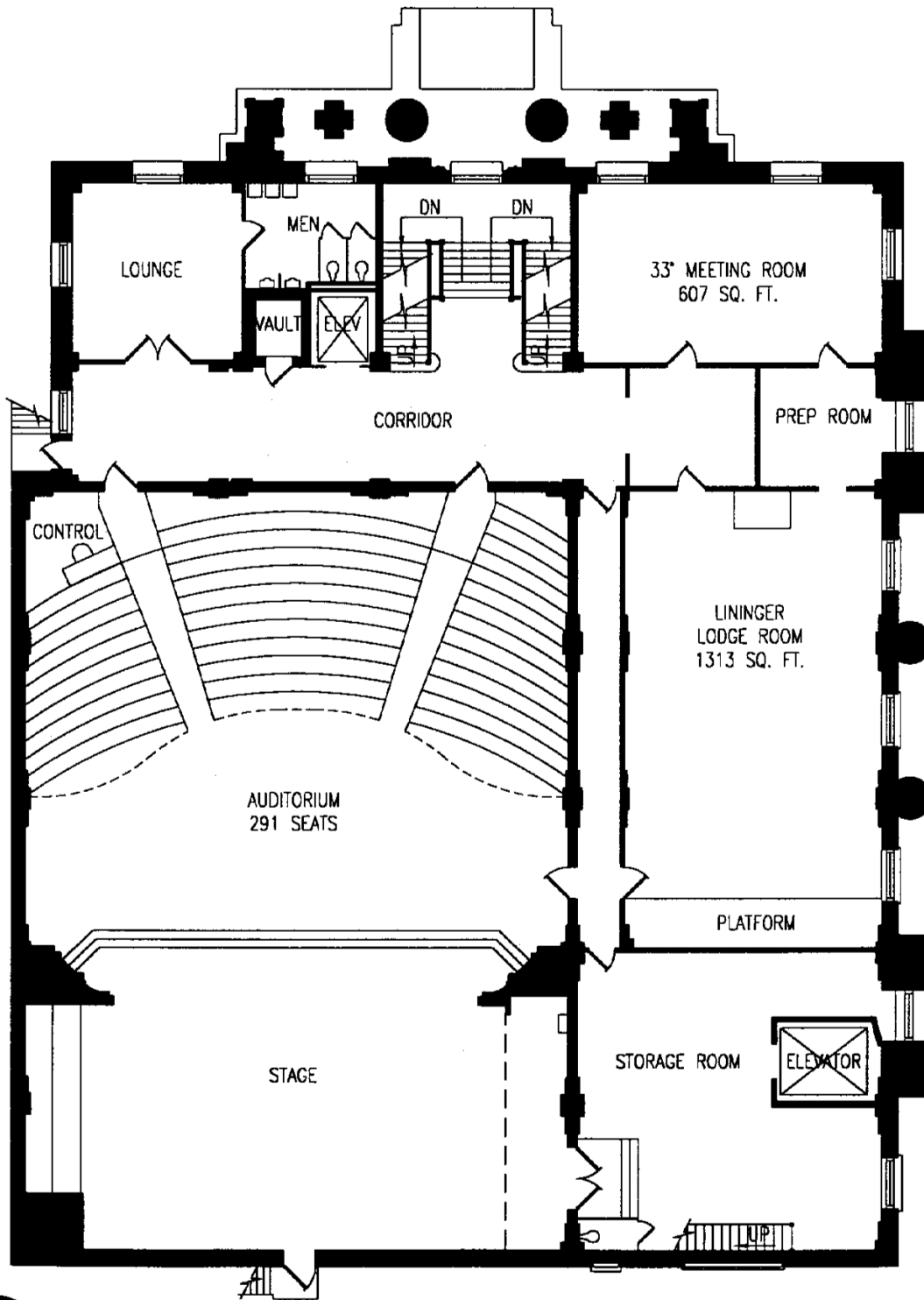


# FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"

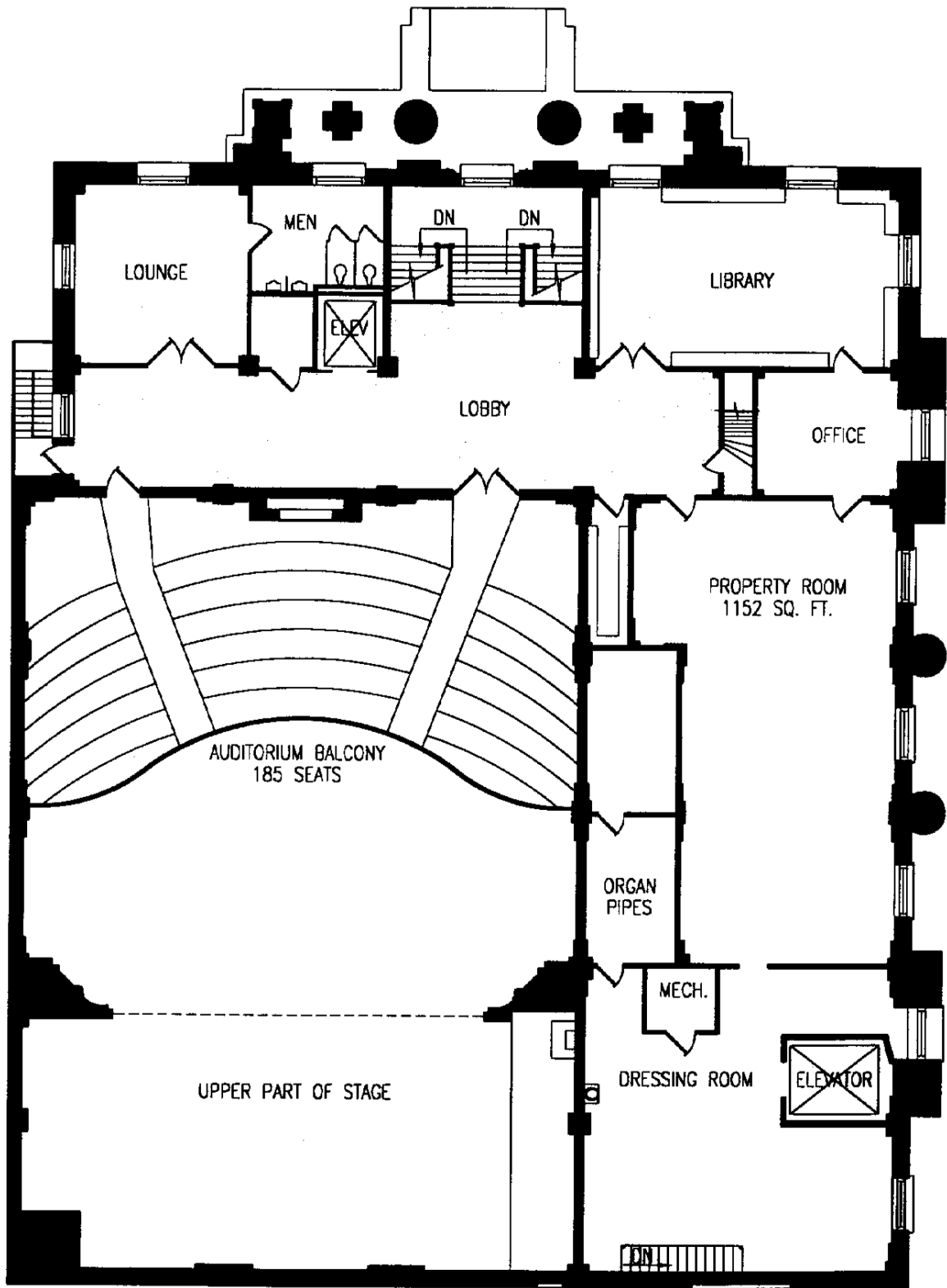


Second Floor Plan (N↑)



**THIRD FLOOR PLAN**

SCALE: 1/16" = 1'-0"



# FOURTH FLOOR PLAN

SCALE: 1/16" = 1'-0"

## Rental Guidelines

The Scottish Rite Cathedral Building Use Committee has an approved caterers list. An additional \$300 fee will be added for caterers not on pre approved list.

To ensure that your event runs smoothly, we ask that you observe the following:

- Inappropriate or dangerous behavior during the course of an event will cause the event to be immediately cancelled and the premises vacated.
- All details of the event should be coordinated with SRMC building manager. Names will be provided to SRMC of the caterer, rental company and any other vendors providing goods or services for the event, i.e. band or DJ, florist, etc.
- If there isn't a rental contract the day before your event, you can set up during regular business hours 9:00 a.m. to 4:00 p.m. at no additional charge. If you plan an evening set up, you will be billed at \$35/hr. If there is a rental the day before, you will be allowed an additional 4 hours on the morning of your event at no charge.
- Building manager is contracted for a ten hour window. Additional time will be billed to you at a rate of \$35.00 per hour.
- All items brought into the building for the event must be removed at the end of the event.
- Check with a SRMC staff member regarding electrical outlets needed and the use of extension cords.
- All areas of the building are **smoke free**. The only approved area will be in the patio courtyard on the eastside of the building. Please use ash receptacles.
- You, the caterer, or sub contractors who provide goods or services for the event (decorations, coffee bar, florist, photographer) are asked to observe all SRMC guidelines.
- Please use caution around SRMC exhibits. There are sharp edges; no running is allowed in the building.
- For the safety of your guests, all must stay within the rented area.
- Clean up of the facility must be completed immediately after the event. Rented areas, including the serving kitchen (if applicable) and bathrooms must be returned to the condition found at the start of the rental. SRMC security personnel must approve the condition of the rented area before damage deposit will be returned.

## DECORATIONS

When preparing your event at SRMC, we ask that you observe the following:

- Candles are allowed only if the flame is inside glass. No open flames.
- Nothing may be hung on walls, pictures, ceilings, light fixtures or display cases.
- Banners and streamers, if used, must be freestanding.
- Decorations and centerpieces should not include “sprinkles,” glitter, rose petals, confetti or other matter that will litter the floor.
- No glue, paste or tape may be used on floors, walls, ceilings, banisters or exhibits.

## GUIDELINES FOR CATERERS

When making preparations to cater an event at the Scottish Rite Masonic Center, we ask that you observe the following:

- All details of the event should be coordinated with the SRMC staff; the arrival time of your personnel, space you need for a work area, the names of Rental Company, coffee bar, florist, and any other vendors providing goods and services for the event.
- Observe the set-up and takedown times established by SRMC.
- All items brought into the building must be removed at the end of the event.
- Anything left in the catering kitchen refrigerator will become property of the SRMC.
- All trash will be removed from the building at the end of the event under the direction SRMC staff. For large parties, it may be necessary to rent additional dumpsters at your cost.
- The rental company will exercise care when moving tables and chairs, whether in one of the carpeted areas or hardwood floors. Tables and chairs may not be stacked against the walls in any area of the building.
- Check with SRMC staff regarding electrical outlets you may need during the event. During and following the party, catering staff is asked to “police” areas of the building for glasses and plates, including the restrooms.
- It is the responsibility of the caterer to clean the catering kitchen and make sure it is left in the condition in which it was found. The rental party will be held financially liable for any cleaning costs incurred.
- For most events, entry to the building should be through the south entrance for caterers, florists, musicians etc.
- Rental of the building includes use of chairs, tables and popgun at the bar.
- No caterer may use our ovens without supervision by SRMC staff.

### **For the Bar**

- The SRMC requires that the bar be handled by the caterer or by a beverage company, to ensure that the liquor laws of the State of Nebraska will be followed.
- Bar staff is required to remove glasses, plates, and etc. from all areas of the building.
- Bar staff must dispose of liquid bar waste; please check with SRMC staff.
- A pre-determined time should be established for closing the bar.
- Only canned beer will be allowed. NO kegs or bottled beer. If broken bottles are found in the building, in the garage, parking lot, alley or courtyard, there will be a \$25.00 charge for each bottle.

### **Linens**

- If rental of tablecloths, @ \$6.00 each, and napkins, @ .50 each, is part of the contract, this amount will be paid by rental party. Linens are available in white or ivory.

### **Water**

- Water is readily available in restrooms on all levels and in the serving kitchen.

### **Electricity**

- Please speak with SRMC staff in advance about your electrical needs.

### **Approved Caterers**

- ☺ Access 66 Catering 390-3331
- ☺ Eddie's Catering 733-5444
- ☺ Catering Creations 558-3202
- ☺ Prestige Catering 933-6600
- ☺ Hap Abraham Catering 331-6610
- ☺ Brandeis Catering 334-5446
- ☺ Attitude on Food Catering 341-3663
- ☺ Hy-Vee Catering
- ☺ Erin Court 496-3000
- ☺ Patricia Catering 733-6733
- ☺ Noodle Zoo 932-9971
- ☺ Chef Hattan Catering 708-3474
- ☺ Red, White and Blue 990-6979
- ☺ Lo Solo Mio 345-5656
- ☺ Fresh Catering & More 612-1598
- ☺ Sgt. Pepper's Catering 558-7717
- ☺ Main Event Catering 712-325-8900
- ☺ Wheatfield's 955-1485

## Payments

- Down payment of 15% of your contract agreement plus \$400.00 damage deposit will hold the date of your event.
- Balance of contract is due ten (10) days prior to the event.

## Cancellation Policy

If the event is cancelled less than 60 days prior, you will forfeit the damage deposit (\$400). Any monies paid up to the date of cancellation will be returned to you in the form which you paid it to SRMC; cash for cash, credit card for credit card, check for check.

## Guidelines for Security

As you make preparations to hold an event at the Scottish Rite Masonic Center, we ask that you observe the following:

\*There will be a security officer available during the event for assistance and to oversee operations.

\*All details of the security will be coordinated by the SRMC staff; the times security will be in place are the times set in the contract unless other arrangements are made in advance.

\*Please provide SRMC with a copy of the reception invitation so we can have correct times for security personnel.

\*Observe the liquor laws of the State of Nebraska.

\***Security personnel**, arranged by building management, shall be in place. Costs for security will be paid immediately to them at the beginning of the event. If not paid immediately, Lessee will be billed for service plus 40% service charge. Security cost is **\$40 per hour, for two (2) Security personnel, to be paid in cash.** SRMC will furnish at least one volunteer to help with guidance about the building.

\*Security is based on whole hours. Any use of a partial hour will be paid for a full hour.

\*The security officer has the right to end the event if unlawful activity is taking place or for any other reasons he deems fit.

\*Security shall be paid 50% of prearranged hours if event is cancelled within 30 days of said event.

Scottish Rite Masonic Center  
Rental Work Sheet

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Number of guests \_\_\_\_\_

Event Date \_\_\_\_\_ Time \_\_\_\_\_

Set-up begins at \_\_\_\_\_ Rental ends at \_\_\_\_\_

Room(s) Rented \_\_\_\_\_

Furnishings needed \_\_\_\_\_

A/V Needed \_\_\_\_\_

Deposit amount of: \_\_\_\_\_ Paid on: \_\_\_\_\_

Caterer \_\_\_\_\_

Event Planner \_\_\_\_\_

DJ/Band \_\_\_\_\_

Other Vendor \_\_\_\_\_

Delivery Times \_\_\_\_\_

Parking \_\_\_\_\_