

# Lodge Event Planning Guide

Type of Event	General Governor Dispensation required	Officer or employee req'd for decorum	Hall Rental Insurance Required	Social Quarters Open to members and Qualified guests	Other Special Instructions	Local Rules/Regulations
Members only event	No	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID	see rules in General Laws 50.2
Open House Event	Yes	Yes	No	No Sales	No more than twice in 1 calendar year and not less than 3 months apart. No sales to members or non-members at all, but refreshments may be given away for free dependent on the applicable local and state laws.	see rules in General Laws 46.13
Open to Public Event without Alcohol	Yes	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. <b>Retail Sales of Non-Alcoholic Items will need to be sold separately from the Social Quarters.</b>	see rules in General Laws 44.1
Open to Public Event with Alcohol	Yes	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. <b>Alcoholic beverages and other retail sales, may be served and sold to the public under specific restrictions and not as a part of the Social Quarters. **</b>	
Private Party/Member Hall Rental-legitimate family function without Alcohol	No	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. <ul style="list-style-type: none"> <li>There shall not be a cash bar.</li> <li>The member must pay for all food, beverages and other financial obligations generated by the activity.</li> </ul>	see rules in General Laws 47.2
Private Party/Member Hall Rental-legitimate family function with Alcohol	No	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Non-members may not make any purchases or spend any money in the lodge.</li> <li>The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.</li> </ul>	
Other Not-for-profit organization Rental or Private event/Member Hall rental for Business purposes	Yes	Yes	Other	Yes	<p>Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID.</p> <ul style="list-style-type: none"> <li>There shall not be a cash bar.</li> <li>The member must pay for all food, beverages and other financial obligations generated by the activity.</li> <li>Non-members may not make any purchases or spend any money in the lodge.</li> <li>The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.</li> </ul> <p>The Company/Business will furnish Liability Insurance, with the lodge named as the insured, for at least \$1 Million to include liquor liability if necessary.</p>	
Fund-Raising Activity with Non-Members without Alcohol	No	No	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID.	see rules in General Laws 44.3
Community Service and Charitable Fundraisers	No	No	No	Yes	<ul style="list-style-type: none"> <li>Neither the lodge nor chapter shall benefit financially from the activity.</li> <li>All net proceeds shall be donated to the charity or community service for which the event was conducted.</li> </ul>	
Fund-Raising Activity with Non-Members with Alcohol	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Paid Lodge employees are not allowed to be involved in charitable fundraising events</li> </ul>	
Public Bingo	No	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. If a lodge is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. The bingo shall be conducted in the lodge hall unless otherwise approved by the General Governor. Non-member bingo players shall not enter the lodge social quarters unless qualified as a guest under Sect 50.2.	State licensing required also see rules in General Laws 44.2
Memorial Day services, Pilgrim Presentation Ceremonies, Mooseheart Founder's Day, or Celebration of Life	No	No	No	*Optional	Social Quarters should be closed during any services or ceremonies and may be opened afterwards for normal business * Social Quarters may remain open if event is in separate room and does not interfere with the event.	see rules in General Laws 46.13, 46.14, and 46.15
Off-Site function	Yes	No	No	N/A	Such as a trip to a ball game, family picnic, bus trips, etc. would not involve persons other than members and qualified guests (for insurance reasons)	Standard Moose rules for decorum apply
Off-Site function with alcohol	Yes	Yes	No	N/A	Such as a trip to a ball game, family picnic, bus trips, etc. ould not involve persons other than members and qualified guests (for insurance reasons) Check with State Liquor Board for special licensing requirements	Standard Moose rules for decorum apply State licensing required

\*\* In some areas a single use daily permit may be required to allow the sale of alcoholic beverages to non-members during events. All such sales must be tracked and reported separately. Exercise CAUTION when utilizing this option, and be certain to follow all local, state, and Federal laws. This income is reported to the IRS as taxable on the 990 Schedule T.

**If your event type is not listed, or you are uncertain what type of event you are planning then contact your Territory Manager or the General Governor's Office.**