

Lodge Event Planning Guide Effective 8.1.2023

Sponsor: Type of Event	Compliance Office <small>Dispensation required</small>	Officer or Employee <small>req'd for decorum</small>	Hall Rental <small>Insurance Required</small>	Social Quarters <small>Open to members and Qualified guests</small>	Event Hosting Agreement Required	NON-COMPLIANCE to Hall Rental Requirement Risk Bill Modifier Applied	Other Special Instructions	Local Rules/Regulations
Lodge: member only event	No	Yes	No	Yes	No	N/A	Social Quarters entry should be carefully monitored so that only members and QUALIFIED guests may enter with proper ID.	see rules in General Laws 50.2
Lodge: Open House Event	Yes	Yes	No	No Sales	No	N/A	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
Lodge: Open to Public Event without Alcohol	Yes	Yes	No	Yes	No	N/A	Social Quarters entry should be carefully monitored so that only members and QUALIFIED guests may enter with proper ID. Retail Sales of Non-Alcoholic Items will need to be sold separately from the Social Quarters.	see rules in General Laws 44.1
Lodge: Open to Public Event with Alcohol	Yes	Yes	No	Yes	No	N/A	Social Quarters entry should be carefully monitored so that only members and QUALIFIED guests may enter with proper ID. 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. **	
Member: Hall Rental-legitimate family function without Alcohol	Yes	Yes	No	Yes	Yes	Yes	Social Quarters entry should be carefully monitored so that only members and QUALIFIED guests may enter with proper ID. • There shall not be a cash bar. • The member must pay for all food, beverages and other financial obligations generated by the activity.	
Member: Hall Rental-legitimate family function with Alcohol	Yes	Yes	Yes	Yes	Yes	Yes	• Non-members may not make any purchases or spend any money in the lodge. • The lodge shall furnish a bartender (if a bartender is used) who	
Other: Not-for-profit organization Rental or Member Hall rental for Business purposes	Yes	Yes	Yes	Yes	Yes	Yes	Social Quarters entry should be carefully monitored so that only members and QUALIFIED guests may enter with proper ID. • There shall not be a cash bar. • The member must pay for all food, beverages and other financial obligations generated by the activity. • Non-members may not make any purchases or spend any money in the lodge. • The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages. ***OTHER :The Company/Business will furnish Liability Insurance, with the lodge and MI named as additional insured, for at least \$1 Million to include liquor liability if necessary.	see rules in General Laws 47.2
Lodge: Fund-Raising Activity with Non-Members without Alcohol	Yes	No	No	Yes	No	N/A	Social Quarters entry should be carefully monitored so that only members and QUALIFIED guests may enter with proper ID. • Neither the lodge nor chapter shall benefit financially from the activity.	* see rules in General Laws 44.3/Dispensation to Confirm HOC Report
Lodge: Community Service and Charitable Fundraisers	*Yes	No	No	Yes	No	N/A	• All net proceeds shall be donated to the charity or community service for which the event was conducted.	
Lodge: Fund-Raising Activity with Non-Members with Alcohol	Yes	Yes	No	Yes	No	N/A	• Paid Lodge employees are not allowed to be involved in charitable fundraising events	
Lodge: Public Bingo	No	Yes	No	Yes	No	N/A	Social Quarters entry should be carefully monitored so that only 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 Compliance Office. 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
Lodge: Memorial Day services, Pilgrim Presentation Ceremonies, Mooseheart Founder's Day,	No	No	No	*Optional	No	N/A	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
Lodge/member sponsored: Celebration of Life with or without alcohol	Yes	Yes	Yes w/alcohol	Yes	Yes	Yes	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.	
Lodge: Off-Site function	Yes	No	No	N/A	Attendees sign waivers	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
Lodge : Off-Site function with alcohol	Yes	Yes	No	N/A	Attendees sign waivers	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) 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 Compliance Office.