

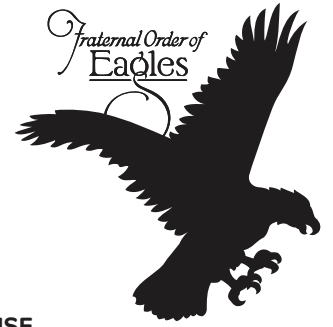
FACILITY RENTAL AGREEMENT

Fraternal Order of Eagles #3781 - Meramec Valley

1000 Acid Mine Rd. (P.O. Box 31)

Sullivan, MO 63080

Phone: 573.468.6900 Email: foe3781@fidnet.com



RENTAL DATE: / /

LOCATION: LARGE HALL SMALL HALL EAGLES NEST SHOOTING HOUSE
 OTHER (Please specify area): _____
(West Parking Lot, Rear Field, etc.)

EVENT TYPE: PRIVATE PUBLIC Describe: _____
(Fundraiser, Wedding Rec., Company Mtg, etc.)

SET-UP DATE(S)/HOURS: FROM: _____ TO: _____

ACTUAL EVENT TIME: START: _____ END: _____
(If Known)

ALCOHOL BEING SERVED: YES NO

Please answer the following if alcohol to be served:

****ALL EVENTS WITH AN OPEN BAR OR EVENTS USING DRINK TICKETS WILL BE ACCESSED A 15% GRATUITY FEE****

BAR TYPE: CASH BAR (Guests pay per drink)
 OPEN BAR (Renter pays entire bar tab)
 OTHER - Specify: _____
(Drink Tickets, Keg Beer Provided to Guest, etc.)

All events serving alcohol must be served by employees of Meramec Valley Eagles Aerie #3781, no exceptions.
NO OUTSIDE ALCOHOL may be brought into any F.O.E. facility. Violation of these rules may result in the event being cancelled.

OF BARTENDERS REQUESTED: _____ \$ _____ PER BARTENDER

ESTIMATED # OF KEG BEER: _____
(Please specify number of kegs & brand desired)

RENTER INFORMATION PLEASE PRINT CLEARLY

F.O.E. #3781 MEMBER? YES NO

PERSON RESPONSIBLE: _____

COMPANY NAME: (If applicable) _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: HOME: _____ WORK: _____ CELL: _____

DAMAGE DEPOSIT: _____ DATE PAID: _____ RECEIVED BY: _____

DEPOSIT RETURNED: YES NO DATE: _____ AUTH. BY: _____

RENTAL FEES INCURRED:

HALL RENTAL COST: _____

CLEANING FEE: _____

BARTENDER(S): _____

KEG PURCHASE(S): _____

FOUNTAIN SODA: _____

BAR TAB(S): _____

AUDIO/VIDEO: _____

TOTAL : _____

DATE PAID: _____ REC. BY: _____

Deposit is required to hold the desired hall rental date. DEPOSIT AND HALL RENTAL COSTS MUST BE PAID IN FULL BEFORE THE EVENT DATE. The Renter is responsible for all damages the occur to Eagles property. Damage deposits fees listed above will be required and will be returned if no damage occurs. If damages exceed the deposit fees paid, the renter will be bill accordingly for all repair costs. F.O.E. #3781 reserves the right to choose contractor(s) to complete any/all related damages. All other expenses (Bartenders, soda, etc.) will be billed to the Renter after the event.

I have read the above agreement and agree to these terms and conditions.

SIGNATURE RESPONSIBLE PARTY

F.O.E. #3781 ACCEPTING OFFICER/EMPLOYEE

TERMS OF RENTAL, ALCOHOLIC BEVERAGE POLICY SET-UP/CLEAN UP & INDEMNIFICATION CLAUSE

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TERMS OF RENTAL

RESERVATION OF FACILITIES: Reservations are on a first come first served basis in that the person who has a signed agreement on file first will have the confirmed reservation. Reservations can be made a minimum of one (1) day (24 hours) and a maximum of eighteen (18) months prior to the event. **The Renter of the facility MUST be on the premises during the entire event.**

DATES/HOURS OF AVAILABILITY: Rental facilities are available seven (7) days a week. All Rental facilities will be closed on December 25th of each year. In addition, the Aerie reserves the right to block certain dates from our rental calendars due to related functions and business of F.O.E. #3781. Please inquire with our staff for available rental dates. All functions must end no later than 12:00 A.M. and facilities must be vacated by 1:00 A.M. without exception.

CANCELLATIONS: A written cancellation request must be received by F.O.E. #3781. Penalties for cancellations are as follow:

- If the written cancellation is received greater than 60 days - full refund of rental and security deposit.
- If the written cancellation is received between 46 and 60 days - full refund less \$50 cancellation fee.
- If the written cancellation is received between 31 and 45 days for a Sunday to Friday event - full refund less \$75 cancellation fee.
- If the written cancellation is received between 31 and 45 days for a Saturday event - No Refund
- If the written cancellation is received 30 days or less - No Refund.
- If no cancellation is received - No refund on any money received. It is the responsibility of the lessee to make sure written cancellation has been received by F.O.E. #3781.

SECURITY DEPOSIT: A security deposit shall be paid and held at F.O.E. #3781 prior to renters access to the facilities. The deposit will be returned IF the facilities are left in satisfactory condition after your use. The return of the security deposit is on an "all or nothing" basis.

DECORATIONS: We want to make every event here a special and welcoming experience. Therefore, every effort will be made to allow Renters to prepare decorations reflecting their creative requirements. Decorations shall be limited to tables only. **NO NAILS, SCREWS, STAPLES OR PENETRATING ITEMS SHOULD BE USED ON OUR WALLS, STAGE OR FINE WOOD.** Ceiling decorations **MUST BE APPROVED** by an F.O.E. #3781 Trustee prior to hanging. Any tape or gummed backing materials must be properly removed and any wall damage will result in loss of your security deposit. Table arrangements should also be completed so that exit doors are not blocked in any way per city fire code requirements. Decorating of the hall the day before an event must be cleared through a F.O.E. #3781 Trustee and only if the hall is not booked and available.

SECURITY: YOU ARE RESPONSIBLE FOR THE BEHAVIOR OF YOUR GUESTS, BANDS or VENDORS AND ANY DAMAGED CAUSED BY THEM. Alcohol that is permitted for an event must follow Local, State and Federal regulations and remain in the hall. Renter is responsible to report uninvited guests and/or persons under the age of 21 illegally consuming alcohol. Renter is responsible to assist local authorities with this violation. Failure to do so will forfeit their deposit and risk immediate termination of their event by an F.O.E. #3781 Trustee, Officer or local authorities.

Supervision of all activities is the responsibility of the Renter.

RESPONSIBLE PARTY INITIALS _____

TERMS OF RENTAL, ALCOHOLIC BEVERAGE POLICY SET-UP/CLEAN UP & INDEMNIFICATION CLAUSE (cont.)



ALCOHOLIC BEVERAGE POLICY

CASH BAR: All beer, liquor, and soda must be purchased through F.O.E. #3781. No coolers are allowed. There will be no liquor bottles on the tables at any time unless prior permission by F.O.E. #3781 Trustees; no alcoholic drinks shall be carried in or out of the facilities; F.O.E. #3781 will always be the beneficiary of the bar proceeds.

SET-UP/CLEAN UP

HALLS: Please do not drag tables or chairs across the floor. Chair carts are available and **MUST** be used. Remove all decorations (including tape from doors, under tables, etc.) Place all garage in dumpster behind building (north side)

KITCHEN: Renting party/caterer is responsible for the complete clean-up of kitchen area. Counter tops should be washed. Ovens, stoves, flat tops, coffee machines, sinks and microwaves, etc. should be cleaned. Floors should be swept. Trash should be placed in dumpsters. Check kitchen/refrigerator and removal all items you brought into the facility. Do not leave food, condiments, or leftovers in the refrigerator or freezers without approval of the F.O.E. #3781 Trustees. This is critical to the security deposit refund.

INDEMNIFICATION

INDEMNIFICATION: Renter agrees to indemnify fully and save and hold harmless Meramec Valley Aerie #3781, Fraternal Order of Eagles, its officers, employees and agents, against all damage, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the Renter, its visitors, guest, agents or employees. F.O.E. #3781 shall give Renter prompt and reasonable notice of any such claims or actions and Renter shall have the right to investigate, compromise, and defend the same to the extent of Renters own interest. Meramec Valley Aerie #3781 assumes no responsibility for any property of the Renter or guests placed in or on the house or grounds.

The Renter further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

These rules are made for the protection of the guest and for the preservation of Meramec Valley Aerie #3781. We appreciate your cooperation.

SIGNATURE RESPONSIBLE PARTY

F.O.E. #3781 ACCEPTING OFFICER/EMPLOYEE