

**Lake Saint Louis Community Association
ROOM RENTAL AGREEMENT**

RESIDENTS NAME: _____ EMAIL: _____

ADDRESS: _____ CELL: _____

COMPUTER ACCOUNT: # _____

TYPE OF EVENT: _____ RENTAL DATE: ___/___/___

DECORATING TIME/DAY: _____ START TIME: _____ END TIME: _____

ESTIMATED NUMBER OF GUESTS: _____

Venue:	RENTAL FEE		
<input type="checkbox"/> WHOLE BALLROOM:	\$1500.00	+	DEPOSIT: \$350.00 (Max 175 guests seated; without dance floor) 1 (Max 150-160 guests with a dance floor)
<input type="checkbox"/> BALLROOM (A)	\$750.00	+	DEPOSIT: \$200.00 (Max. 80 guests)
<input type="checkbox"/> BALLROOM (B)	\$750.00	+	DEPOSIT: \$200.00 (Max. 80 guests)
<input type="checkbox"/> VETERANS ROOM:	\$150.00	+	DEPOSIT: \$100.00 (Max. 48 guests)
<input type="checkbox"/> YACHT ROOM:	\$100.00	+	DEPOSIT: \$100.00 (Max. 25 guests)

CATERING TASTING OPTIONAL (UP TO FOUR PEOPLE): \$100.00.
*Your selection of three entrees and three side dishes (salads, hors d'oeuvres, and desserts are excluded).
 Tastings must be scheduled two weeks in advance through our Events & Communications Manager.*

I understand that if I tape, tack, or otherwise attach anything to the walls, doors, or windows that I will automatically forfeit my deposit.

NOTE: Music in the Clubhouse must cease by 11:00 PM. Rental times cannot go later than 11:00PM
 Except for Sundays the Rental times cannot go later than 8:00PM.
 The CLUBHOUSE closes at 12:00 AM on Friday & Saturday. Sundays, we close at 9:00 PM.

THE LSLCA IS NOT RESPONSIBLE FOR ITEMS OR DECORATIONS LEFT OVERNIGHT IN THE ROOMS, BEFORE OR AFTER YOUR EVENT ARE AT YOUR OWN RISK. ALL DECORATIONS MUST BE REMOVED ONE HOUR AFTER YOUR EVENT TIME ENDS.

I RELEASE AND HOLD HARMLESS THE LSLCA FROM ANY AND ALL CLAIMS FOR PERSONAL INJURY OR PROPERTY DAMAGE. ALL ITEMS MUST BE REMOVED AT THE END OF YOUR EVENT. THE CA IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

Payment Type Date Paid

Damage Deposit) = \$ _____ Ck__ Cash__ CC__ ___/___/___

Check or Card must be left on file to book; Damage deposit will only be charged if there are damages to the room

Location Fee = \$ _____ Ck__ Cash__ CC__ ___/___/___

 Signature of Resident

___/___/___
 Today's Date

Staff Initials

RULES & REGULATIONS

- RENTALS ARE FOR LSL COMMUNITY ASSOCIATION MEMBERS ONLY.
- YOU MUST BE A RESIDENT IN GOOD STANDING TO RENT THE FACILITIES.
- THE FEE FOR **THE ROOM RENTAL IS DUE 14 DAYS PRIOR TO THE DATE OF YOUR EVENT.**
- PAYMENT FOR FOOD AND BEVERAGES MUST BE MADE **(14) DAYS PRIOR TO YOUR DATE.**
- FINAL GUESTS COUNTS, ROOM SET-UP AND DETAILS **ARE FINALIZED 14 DAYS PRIOR TO YOUR EVENT DATE.**
- NO CHANGES CAN BE MADE TO FOOD/BEVERAGE ORDER, ROOM LAYOUT, OR INVOICE AFTER 14 DAYS PRIOR TO YOUR EVENT DATE.**
- MEMBERS MUST BE IN ATTENDANCE AND ARE RESPONSIBLE FOR THE ROOM RENTAL, INCLUDING DAMAGES OR OTHER ISSUES THAT RESULT FROM THE RENTAL.
- THE USE OF THE ROOMS FOR COMMERCIAL PURPOSES, OR PROFIT IS PROHIBITED.**
- LIQUOR PRICES ARE SUBJECT TO CHANGE AND WILL REFLECT THE SALES PRICE THE DAY OF THE EVENT.
- ALL ALCOHOL CONSUMED IN THE CLUBHOUSE OR ON CLUBHOUSE GROUNDS MUST BE PURCHASED FROM THE COMMUNITY ASSOCIATION. YOU WILL FORFEIT YOUR DEPOSIT IF YOU BRING ALCOHOL IN THE ROOM WHICH WAS NOT PURCHASED FROM THE COMMUNITY ASSOCIATION.**
- NO ALCOHOL MAY BE REMOVED FROM THE PREMISES.
- NON-MEMBERS ARE NOT ALLOWED TO ENTER THE BAR & GRILL WITHOUT BEING ESCORTED BY A MEMBER. CA MEMBERS ARE ALLOWED TO HAVE 4 GUESTS PER CA CARD.**
- THE MEMBER IS FULLY RESPONSIBLE FOR THE ROOM AND THEIR GUESTS. CHILDREN MUST STAY IN THE ROOM THAT IS RENTED AND BE LEFT UNATTENDED TO OTHER AREAS OF THE CLUBHOUSE.
- THE MEMBERS' ACCOUNT WILL BE CHARGED FOR ANY DAMAGE AND CHARGES INCURRED.
- CONFETTI / GLITTER / RICE/ FAKE FLOWER PETAL, BALLOONS (MUST BE WEIGHTED DOWN), FOG MACHINES ARE PROHIBITED IN THE CLUBHOUSE AND ON CLUBHOUSE GROUNDS. IF YOU DO NOT COMPLY, YOU WILL FORFEIT YOUR DEPOSIT. NO EXCEPTIONS.**
- NO TACKS, NAILS, GLUE, OR TAPE THAT WILL REMOVE PAINT OR DRYWALL MAY BE USED.**
- NOTHING MAY BE HUNG ON OUR WALLS UNLESS USING 3M COMMAND STRIPS. DAMAGES CHARGES MAY OCCUR IF YOU DO NOT COMPLY.**
- CANDLES MUST BE IN A GLASS CONTAINER OR OTHER WAX PROTECTANT HOLDER. THE CLIENT WILL BE CHARGED FOR ANY LINENS OR OTHER CA PROPERTY THAT ARE DAMAGED BY WAX.**
- YOU AGREE TO BE OUT OF THE ROOM AT THE ALLOTTED TIME. FAILURE TO ABIDE BY THESE RULES OR DAMAGE OR THEFT WILL RESULT IN THE LOSS OF YOUR SECURITY DEPOSIT.
- RENTAL FEES ARE REFUNDABLE (60) DAYS PRIOR TO YOUR RENTAL. CANCELLATIONS NOT MADE WITHIN (60) DAYS WILL FORFEIT 50% OF THE DEPOSIT.
- CLEAN-UP: WE ASK THAT YOU TAKE ANYTHING WITH YOU THAT YOU BROUGHT INTO THE ROOM. PLEASE PLACE YOUR TRASH IN THE TRASH CANS. OUR STAFF WILL REMOVE DIRTY LINENS (OURS), EMPTY TRASH CANS, PUT TABLES AND CHAIRS AWAY AND CLEAN AND VACCUM.**

GENERAL INFORMATION

- THE BALLROOM RENTAL INCLUDES WHITE LINEN FOR THE ROUND TABLES WHICH SEAT EIGHT GUESTS PER TABLE AND WE OFFER 6 ft. AND 8 ft. CATERING TABLES AND CARD TABLES.
- WE OFFER IN-HOUSE CATERING THROUGH THE CA OR YOU HAVE THE OPTION TO USE OUTSIDE CATERING. YOU ARE ALSO WELCOME TO BRING IN YOUR OWN OUTSIDE FOOD AND NON-ALCOHOLIC BEVEREAGES.**
- OUTSIDE CATERERS ARE NOT PERMITTED TO USE CA COOKING EQUIPMENT OR DISHWASHERS.**
- WHEN USING OUTSIDE CATERING THE CA DOES NOT INCLUDE PLATES, UTENSILS, NAPKINS, STAFF FOR BUSSING, ETC. YOU OR YOUR CATERER WOULD NEED TO BRING IN THOSE ITEMS.**
- THE BALLROOM WILL ACCOMMODATE A MAX. OF (175) PEOPLE FULL SEATED. THE SET-UP DETERMINES HOW MANY PEOPLE CAN BE ACCOMMODATED. (EX. DANCEFLOOR, ADDITIONAL TABLES, ETC.)

OPEN BAR PACKAGE OPTIONS (**BALLROOM ONLY**)

**A 22% service charge and 7.95% tax is added to all Food and Beverage Charges.
The 22% service charge is a gratuity for the staff who work at your event.**

1. OPEN BAR // PREMIUM BRANDS (**BALLROOM ONLY**)

(3) CONSECUTIVE HOURS @ \$26.00 PER PERSON

(4) CONSECUTIVE HOURS @ \$30.00 PER PERSON

- *CUTTY SARK, TANQUERAY, BACARDI, SEAGRAMS 7, ABSOLUT, JACK DANIELS, CAPTAIN MORGAN, JOSE CUERVO, TITO'S, WOODFORD, CROWN, BEER, WINE, SODA, & COFFEE (1-90 CUP POT).*

2. OPEN BAR // HOUSE BRANDS (**BALLROOM ONLY**)

(3) CONSECUTIVE HOURS @ \$22.00 PER PERSON

(4) CONSECUTIVE HOURS @ \$26.00 PER PERSON

- *HOUSE BRAND LIQUOR, BEER, WINE, SODA, AND COFFEE (1- 90 CUP POT).*

3. BEER & WINE BAR // CASH BAR FOR MIXED DRINKS (Optional) (**BALLROOM ONLY**)

(3) CONSECUTIVE HOURS @ \$20.00 PER PERSON

(4) CONSECUTIVE HOURS @ \$24.00 PER PERSON

- *DOMESTIC BEER*
- *HOUSE WINE (COPPERIDGE - CABERNET, ZINFANDEL, CHARDONNAY, AND MERLOT)*
- *SODA AND COFFEE.*
- *MIXED DRINK CASH BAR WITH WINE AND BEER BAR ONLY.; PRICES WILL REFLECT NORMAL CHARGES FOR MIXED DRINKS.*

4. CASH BAR (**BALLROOM ONLY**)

Bartender fee of \$200.00 will be charged.

This option is available for a minimum of (3) Consecutive hours.

5. BAR ON CONSUMPTION (**Running a Tab & Having a Bartender**)

A bartender fee of \$200.00. This option is available for a minimum of (3) Consecutive hours.

All bars on consumption will be charged a 22% service fee and 7.95% tax to the final beverage total.

6. BEVERAGES ON CONSUMPTION (**Beer, Wine, and/or Sodas Only**) (**Self-Serve; No Bartender**)

You can pre-order a set amount of Beer, Wine, and/or Sodas to be set out at your event. This would be self-serve without a bartender. Our Staff will set it out and count it at the end of your event and you will be invoiced based on what was used or open.

All bars on consumption will be charged a 22% service fee and 7.95% tax to the final beverage total.

Food & Beverage Service

- A 22% SERVICE CHARGE AND 7.95% TAX ARE ADDED TO ALL FOOD AND BEVERAGE PURCHASES.
- ALL OPEN BAR PACKAGES INCLUDE SODA AND ONE (90 cup) POT OF COFFEE.
- THE PER PERSON RATE WILL BE CHARGED FOR EVERY PERSON IN THE ROOM OVER (21) (NO EXCEPTIONS).
- EACH ADDITIONAL HOUR FOR THE BAR IS **\$5.00 PER PERSON**.
- ALL FOOD AND BEVERAGE CHARGES MUST BE PAID (14) DAYS PRIOR TO YOUR EVENT BY CASH, CHECK OR CREDIT CARD. WE DO NOT TAKE AMERICAN EXPRESS.**
- WE DO NOT OFFER BARS IN THE VETERANS OR YACHT ROOMS.**
- WE MUST HAVE AN OFFICIAL COUNT OF GUESTS 21 AND OLDER, AND FINAL PAYMENT FOR FOOD, BEVERAGE, TAX, AND GRATUITY ARE DUE (14) DAYS PRIOR TO YOUR EVENT.

Revised: February 17, 2026