

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:**

- |   |           |   |                 |          |                   |
|---|-----------|---|-----------------|----------|-------------------|
| <input type="checkbox"/> <b>WHOLE BALLROOM:</b> | \$1000.00 | + | <b>DEPOSIT:</b> | \$350.00 | (Max. 175 guests) |
| <input type="checkbox"/> <b>BALLROOM (A)</b>    | \$500.00  | + | <b>DEPOSIT:</b> | \$200.00 | (Max. 80 guests)  |
| <input type="checkbox"/> <b>BALLROOM (B)</b>    | \$500.00  | + | <b>DEPOSIT:</b> | \$200.00 | (Max. 80 guests)  |
| <input type="checkbox"/> <b>VETERANS ROOM:</b>  | \$100.00  | + | <b>DEPOSIT:</b> | \$100.00 | (Max. 48 guests)  |
| <input type="checkbox"/> <b>YACHT ROOM:</b>     | \$100.00  | + | <b>DEPOSIT:</b> | \$100.00 | (Max. 25 guests)  |



- CATERING TASTING (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.*

**NOTE:** Music in the Clubhouse must cease by 11:00 PM. Rental times cannot go later than 11:00PM.  
The CLUBHOUSE is closed 12:00 AM on Friday & Saturday. Sunday, we close at 8:00 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.**

	<u>Payment Type</u>	<u>Date Paid</u>
<b>Damage Deposit (Refundable) = \$</b> _____	Ck__ Cash__ CC__	___/___/___
<b>Location Fee = \$</b> _____	Ck__ Cash__ CC__	___/___/___
<b>*Guest #</b> _____ <b>x Catering Fee: \$</b> _____ <b>= \$</b> _____		
<b>*Guest #</b> _____ <b>x Bar Fee: \$</b> _____ <b>= \$</b> _____		
<b>Food/Beverage Service Charge @ 18% = \$</b> _____		
<b>*Tax @ 7.95% = \$</b> _____		
<b>TOTAL DUE = \$</b> _____		

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date

Staff  Initials

## **RULES & REGULATIONS**

- RENTALS ARE FOR ASSOCIATION MEMBERS ONLY.
  - YOU MUST BE A RESIDENT IN GOOD STANDING TO RENT THE FACILITIES.
  - THE FEE FOR THE ROOM RENTAL IS DUE 30 DAYS PRIOR TO THE DATE OF YOUR EVENT.
  - PAYMENT FOR FOOD AND BEVERAGES MUST BE MADE (15) DAYS PRIOR TO YOUR 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.
  - THE MEMBER IS FULLY RESPONSIBLE FOR THE ROOM AND THEIR GUESTS.
  - THE MEMBERS ACCOUNT WILL BE CHARGED FOR ANY DAMAGE AND CHARGES INCURRED.
  - CONFETTI / GLITTER / RICE, SMOKE MACHINES ARE PROHIBITED IN THE CLUBHOUSE. 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.
  - CANDLES MUST BE IN A VOTIVE OR OTHER WAX PROTECTANT HOLDER. THE CLIENT WILL BE CHARGED FOR ANY LINENS OR OTHER CA PROPERTY THAT ARE DAMAGED BY WAX.
  - PARTIES OF YOUNG ADULTS WILL REQUIRE SECURITY STAFFING AT A CHARGE OF \$150.00. ONE ADULT FOR EVERY (15) MINORS IS REQUIRED.
  - 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.
  - DEPOSITS ARE REFUNDABLE (60) DAYS PRIOR TO YOUR RENTAL. CANCELLATIONS NOT MADE WITHIN (60) DAYS WILL FORFEIT 50% OF THE DEPOSIT.
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## **GENERAL INFORMATION**

- THE BALLROOM RENTAL INCLUDES WHITE LINEN FOR THE ROUND TABLES WHICH SEAT EIGHT AND 6 ft. AND 8 ft. CATERING 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.
- WE DO NOT RENT ANY OTHER ITEMS AND WE DO NOT PROVIDE ITEMS FOR OUTSIDE CATERING.
- THE BALLROOM WILL ACCOMMODATE A MAX. OF (175) PEOPLE. THE SET-UP DETERMINES HOW MANY PEOPLE CAN BE ACCOMMODATED.
- YOUR DEPOSIT IS REFUNDABLE UP TO (60) DAYS PRIOR TO THE EVENT.

## BAR OPTIONS

### 1. OPEN BAR // PREMIUM BRANDS

(3) CONSECUTIVE HOURS @ **\$15.00 PER PERSON**

(4) CONSECUTIVE HOURS @ **\$19.00 PER PERSON**

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

### 2. OPEN BAR // HOUSE BRANDS

(3) CONSECUTIVE HOURS @ **\$13.50 PER PERSON**

(4) CONSECUTIVE HOURS @ **\$17.50 PER PERSON**

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

### 3. BEER & WINE BAR // CASH BAR FOR MIXED DRINKS

(3) CONSECUTIVE HOURS @ **\$11.00 PER PERSON**

(4) CONSECUTIVE HOURS @ **\$15.00 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 OR BAR ON CONSUMPTION

A bartender fee of \$25.00 per hour will be charged for each hour that a cash bar or bar on consumption is ordered. There will be **an hour for set-up and tear-down added** to the times that the bar is open. This option is available for a minimum of (3) Consecutive hours. **The bartender fee is subject to a 18% service charge and 7.95% tax.** All bars on consumption will be charged a 18% service fee and 7.95% tax to the final total.

## Food & Beverage Service

- A 18% SERVICE CHARGE AND 7.95% TAX ARE ADDED TO ALL FOOD AND BEVERAGE PURCHASES.*
- ALL BARS INCLUDE SODA AND ONE (60 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 **\$4.00 PER PERSON.***
- ALL FOOD AND BEVERAGE CHARGES MUST BE PAID (15) DAYS PRIOR TO YOUR EVENT BY CASH OR CREDIT CARD.***
- 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 (15) DAYS PRIOR TO YOUR EVENT.*