



FIRST CAPITOL LIONS FOUNDATION, INC.

SAINT CHARLES FIRST CAPITOL LIONS CLUB

520 N. Benton Avenue | St. Charles, MO | 63301 | Lion Dan Jr. 636-288-3820

Rental Agreement

RENTER INFORMATION

Renter/Group Name: _____ Primary Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ D.O.B. _____ DL/State # _____

(Must be over 25 years of age)

Contact Phone #: (_____) _____ - _____ Emergency Contact Phone #: (_____) _____ - _____

Emergency Contact Name: _____

EVENT INFORMATION

Rental of Hall: ☐ Rental of Chapel: ☐ Type of Event: _____ (Wedding, Birthday Party, Seminar, etc.)

Date of Rental: _____ Time of Rental Start: _____ Time of Rental Completion: _____

Rehearsal Date (if any): _____ (Chapel is available for rehearsals on Wednesdays and Thursdays; subject to availability)

Food Brought In: Yes ☐ No ☐ If Yes, by Renter ☐ or By a *Professional Service Vendor ☐

Alcohol Brought In: Yes ☐ No ☐ If Yes, Alcohol Waiver and Release of Liability must be signed.

Estimated # of Guests: _____ (Not to exceed 100 persons in Chapel and 65 persons in Hall, without permission from FC Lions)

Rental Fee:		Rental Fee as Listed - FCLC Representative Initials _____
Security Deposit:		Rental Deposit = 50% of rental fee
Total Balance Due:		Total Balance Due Must be Paid in Full to Reserve Date
		Representative Initials _____
Cleaning Fee:	\$75	Cleaning Fee is Due the day of the rental, in cash
		Refunds available for cancellations made within three (3) months of event date

READ CAREFULLY BEFORE SIGNING

I understand and agree to abide by the rules set forth for the rental of the First Capitol Lions (Hereafter referred to as "FCLC") facility.

I understand that: I and/or my guest(s) may be asked to leave or can be denied future access to the premises for failure to follow the above guidelines. I understand that my rental may be terminated, without refund, if any attendee of my event fail to comply with the rules listed within this agreement.

Renter Agrees there are NO REFUNDS on cancellations within 90 days of event. Renters Initial _____

I acknowledge that I am responsible for any damage caused by myself and/or my guest(s).

*I understand that FCLC requires that all vendors, contractors, service providers, or other individuals or companies providing goods or services related to my event maintain adequate insurance for general liability, workers' compensation, or other insurance appropriate for the goods or services provided. At least thirty days prior to the event, I will provide FCLC a written list of all individuals or companies providing goods or services for the event, with the provider's name, primary contact, telephone number, email address, and street address. I will also provide FCLC with proof of each provider's workers compensation insurance, and general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, waiver of subrogation and naming FIRST CAPITOL LIONS FOUNDATION, INC. & SAINT CHARLES FIRST CAPITOL LIONS CLUB as an Additional Insured with respect to the event.

Renters Initial _____

I have read this Agreement, Release and Indemnification Agreement and understand all of its terms.

I UNDERSTAND THAT SIGNING THIS AGREEMENT MAY PRECLUDE ME AND ANY OF MY GUEST(S) FROM MAKING ANY CLAIMS AGAINST THE "FCLC", BUILDING COMMITTEE, BOARD AND/OR MEMBERS. I agree to the terms and conditions set forth in this rental agreement.

Signed: _____ Print Name: _____ Dated: _____



FIRST CAPITOL LIONS FOUNDATION, INC.
SAINT CHARLES FIRST CAPITOL LIONS CLUB
520 N. Benton Avenue | St. Charles, MO | 63301 | 314.581.6871

PLEASE READ CAREFULLY AND CHECK:

UPDATED 08/2025

- ☐ Renter agrees to allow no more than 100 persons in Chapel and 60 persons in the Hall during rental.
- ☐ Renter is 25 years of age or older.
- ☐ Renter agrees to absolutely NO SMOKING in the building. Renter will inform guest that smoking is ONLY allowed outside, near the front steps and guest are to discard cigarette butts in the receptacle near the front steps.
- ☐ Renter agrees to no animals area allowed in the building without written permission of the FCLC.
- ☐ Renter agrees to provide all supplies and utensils needed for their event and will, in no way use FCLC supplies or utensils.
- ☐ Renter agrees to remove all trash created during event and deposit in provided trash receptical in rear of building.
 - ☐ **Trash Bins are located in the alley behind the chapel.**
- ☐ KITCHEN USE: Stove/Oven is for "warming purposes only". No cooking on premises. **No Deep Fat Frying on premises.**
- ☐ Renter agrees to not use or remove from premises any FCLC utensils, supplies, paper products, etc.
- ☐ Renter agrees to not remove from building any tables, chairs or other FCLC property.
- ☐ Renter agrees that attaching anything to walls, fixtures, or ceiling in Chapel or Hall is strictly prohibited.
- ☐ Renter understands that chairs and tables may be moved to suit your event.
 - ☐ **Renter agrees to place the table and chairs back the way there were after the event is completed.**
- ☐ Renter agrees to not place chairs or tables in front of the back door. **This is a Fire Exit.**
- ☐ Renter agrees to **ensure guests DO NOT sit on the tables or in window area.**
- ☐ Renter agrees to **ensure guests DO NOT stand on chairs. Please use provided step-ladder.**
- ☐ Renter agrees to No Loud music or other loud noises are allowed.
- ☐ Renter agrees that parking in parking lot will be in orderly fashion. Renter agrees to **No Parking in Rear of Building (Alley) and NO parking in business(es) parking lot next door (Ermeling's/Apartment Complex, etc.)**
 - ☐ You may also park on the city street(s).
- ☐ Renter agrees to ensure parking lot is clean after event.
- ☐ Renter agrees to not allow anyone under the age of 21 to consume alcoholic beverages on the premise.
- ☐ Renter agrees not to sell alcohol on the premise.
- ☐ Renter agrees that FCLC is NOT responsible for lost or stolen items during rental.
- ☐ Renter agrees to not use any extension cords during rental.
- ☐ Renter agrees to repair any damage caused to the premise during their event/rental at their own expense.
- ☐ Renter agrees to pay the additional \$75 cleaning fee for all events and rentals.
- ☐ Renter acknowledges that three (3) months' notice must be provided for refund of any monies and/or deposits paid.

I understand that failure to comply with these rules may forfeit my deposit and/or subject me to pay cost to repair, replace any damage to the facility and/or repair/replace items that are damaged or removed from the premises during my event rental.

SIGNED: _____

DATE: _____

OFFICE USE

I acknowledge that as an FCLC representative, I explained these rules to renter before they signed the agreement and that they demonstrated full understanding of the rules and terms of the rental agreement.

FCLC Representative

Date

ALCOHOL WAIVER AND RELEASE OF LIABILITY

FIRST CAPITOL LIONS FOUNDATION, INC. & SAINT CHARLES FIRST CAPITOL LIONS CLUB ("FCLC") DOES NOT ALLOW A RENTER TO PROVIDE FOR THE SERVING OF ALCOHOL AT AN EVENT HELD ON FCLC'S PROPERTY UNLESS THE RENTER HAS SIGNED THIS LEGALLY BINDING WAIVER AND RELEASE OF LIABILITY.

I, the undersigned Renter, acknowledge that the serving of alcohol for my event carries potential risks and dangers beyond the control of FCLC. I also acknowledge that Missouri has certain dram shop and social host liability laws in place.

I, as the responsible party, assume all liability for myself and all event participants, invitees, and other guests for any form of negligence that may arise from the consumption of alcohol by the event participants, invitees, and other guests.

In consideration of FCLC allowing me to hold my event on its premises, I, the undersigned Renter, on behalf of myself and my invitees, guests, agents, next of kin, conservators, assigns, heirs, guardians, or other legal representatives, hereby release from liability and waive my right to sue FCLC, and its officers, directors, members, agents, and employees (collectively "Releasees"), from and for any and all claims, loss, or damages, including claims of FCLC's negligence, resulting in any physical injury, illness, death, property damage, or economic loss arising out of the making available or serving of alcohol at my event.

I agree to indemnify, defend, release, and hold harmless FCLC and the Releasees from and for any and all claims, loss, or damages, including attorney's fees, for any physical injury, illness, death, property damage, or economic loss arising out of the making available or serving of alcohol at my event. In the event FCLC incurs expenses for any such claims, loss, or damages, I agree to promptly reimburse FCLC for those expenses upon demand.

I HAVE READ THIS AGREEMENT AND I AM SIGNING IT FREELY. I UNDERSTAND THE LEGAL CONSEQUENCES OF SIGNING THIS DOCUMENT, INCLUDING RELEASING FCLC FROM ALL LIABILITY AND WAIVING MY RIGHT TO SUE FCLC.

Event Name: _____ Event Date(s): _____

Signature of Renter: _____ Date Signed: _____

Printed Name of Renter: _____

Signature of Witness: _____

Printed Name of Witness: _____

USE OF PREMISES WAIVER AND RELEASE OF LIABILITY

FIRST CAPITOL LIONS FOUNDATION, INC. & SAINT CHARLES FIRST CAPITOL LIONS CLUB ("FCLC") DOES NOT ALLOW A RENTER TO USE ITS PREMISES FOR AN EVENT UNLESS THE RENTER HAS SIGNED THIS LEGALLY BINDING WAIVER AND RELEASE OF LIABILITY.

In consideration of FCLC allowing me to hold my event on its premises, I, the undersigned Renter, on behalf of myself and my invitees, guests, agents, next of kin, conservators, assigns, heirs, guardians, or other legal representatives, hereby release from liability and waive my right to sue FCLC, and its officers, directors, members, agents, and employees (collectively "Releasees"), from and for any and all claims, loss, or damages, including claims of FCLC's negligence, resulting in any physical injury, illness, death, property damage, or economic loss occurring on or about FCLC's premises or arising out of my use of FCLC's premises for my event.

I agree to indemnify, defend, release, and hold harmless FCLC and the Releasees from and for any and all claims, loss, or damages, including attorney's fees, for any physical injury, illness, death, property damage, or economic loss occurring on or about FCLC's premises or arising out of my use of FCLC's premises for my event. In the event FCLC incurs expenses for any such claims, loss, or damages, I agree to promptly reimburse FCLC for those expenses upon demand.

I HAVE READ THIS AGREEMENT AND I AM SIGNING IT FREELY. I UNDERSTAND THE LEGAL CONSEQUENCES OF SIGNING THIS DOCUMENT, INCLUDING RELEASING FCLC FROM ALL LIABILITY AND WAIVING MY RIGHT TO SUE FCLC.

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Event Name: _____ Event Date(s): _____

Signature of Renter: _____ Date Signed: _____

Printed Name of Renter: _____

Signature of Witness: _____

Printed Name of Witness: _____