



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

Rental Agreement

Updated 8/2021

RENTER INFORMATION

Renter/Event Name: _____ Primary Contact Person: _____
 Contact Phone #: (____) _____ - _____ Email: _____
 Address: _____ City: _____ State: _____ Zip: _____

EVENT INFORMATION

Date of Rental: _____ Type of Event _____
 Rental of Chapel: Rental of Hall for Wedding Rental of Hall(non-wedding):
 Rehearsal Date (if any): _____ (Chapel is available for rehearsals on Wednesdays and Thursdays; subject to availability)
 Food Brought In: Yes No Alcohol Brought In: Yes No
 Estimated # of Guests: _____ (Not to exceed 100 persons in Chapel and 65 persons in Hall, without permission from FC Lions)
 Event start time: _____ Event end time: _____ Ceremony Start Time: _____

Total Amount Due: _____ **Amount received for booking** _____ **Date** _____
Remainder of _____ **Due by** _____ **Received** _____

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. I understand FCLC has the right to cancel, with full refund, my event. I have read this Agreement, Release and Indemnification Agreement and understand all of its terms.

CHAPEL CANCELLATION/DATE CHANGE POLICY

All cancelled events and date changes are subject to \$250 Administrative Fee, regardless of when cancelled or changed. Current rates will be honored as long as event is rescheduled within 1 year. Cancellations 90 days prior to event will receive a full refund, minus the \$250 Administrative Fee with the exception of October. October events need to be cancelled 180 days prior to event to receive a full refund minus the \$250 Administrative Fee. Cancellations after designated time frames receive no refund other than the \$500 security deposit.

_____ Initial

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.

Renter Signature: _____ Dated: _____

FCLC Representative: _____ Dated: _____



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PLEASE READ CAREFULLY:

UPDATED 01/2021

- Renter agrees to allow no more than 100 persons in Chapel and 65 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 with permission of the FCLC.
- 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 agrees not to use glitter or confetti at event.**
- Should Renter move tables/chairs to suit event, Renter agrees to place the table and chairs back the way there were after the prior to event end time.
- 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.
- 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 leave premises by event end time, but no later than 11:00pm without approval from FCLC.
- Renter agrees to remove all items brought in building for the Event by Rental end time
- Renter to make reasonable attempt to clean up after themselves, including kitchen supplies used. Food must be wipe down tables and counters. Leave no large debris.**
- Renter agrees to remove all trash from the building. Trash bins are located in the alley behind the Chapel.**
- Renter agrees to lock building as instructed.

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.

Signature of Renter: _____ Dated: _____

FCLC Representative: _____ Dated: _____