

Event Center Rental Agreement

Between the St. John House and

Name _____ Rental Date _____

Address _____

Phone _____ Additional Phone _____

Type of Function _____ Start Time _____

Number of Guest Expected _____ Finish Time _____

Terms & Conditions

No Smoking Within the Building

Deposit: \$150.00 due upon signing contract. Deposit fee will be returned if there is no breakage, damage or loss to the building or contents or additional expenses incurred due to event. If breakage, damage, or loss, or additional expenses incurred exceeds \$150.00 the undersigned agrees to reimburse The St. John House for the excess within five (5) days. Deposit is nonrefundable due to cancelation.

Rental Charge: \$325.00 for up to 5 hours. The charge for each additional hour is \$50.00. The rental fee must be paid no later than thirty (30) days in advance of scheduled event and is nonrefundable. Additional hours must be booked in advance at signing of contract.

Decorations: Decorations are limited to table tops, slat wall behind bar and magnetic hooks on ceiling tracks. NO taped or nailed decorations are permitted on ceilings or walls. Decoration packages are available from the St. John House. Table covers are mandatory. We offer plastic disposable covers in various colors for \$3.00 ea. or linens may be rented at \$8.00 ea. You may also bring your own table covers in. If renter fails to cover tables a charge of \$50.00 will go against refundable deposit.

No Candles, glitter, flames or fog machines are allowed. All exits must remain clear and original furniture must remain in placed location. Catering and banquet tables may be moved and adjusted with consent from St. John House staff. PLEASE keep children from playing on stairs and jumping on furniture.

Clean up: Clean-up is the responsibility of the renter. Trash bags and cans are provided, and the outside dumpster is available for all trash generated by event. Cleaning service is available for a fee of \$50.00 IF trash is not removed, a fee of \$50.00 will be charged to refundable deposit.

Liquor, Wine and Beer: Persons 21 years and older may enter into this agreement and include alcohol on the premises, provided there is compliance with all laws. This person is the responsible party and

must control the consumption of alcohol by all guests. The renter is responsible for compliance with all liquor regulations and City ordinances and agree to indemnify and hold harmless St. John House LLC and St. John Designs LLC in the event that any applicable laws and provisions of this contract are not fully and adequately enforced. We do have licensed bartenders and caterers we can recommend. No alcohol sales without the proper licenses from the State of Missouri and City of Eureka are permitted. **Initials of signer** _____

NO CANDLES, FLAMES OR FOG MACHINES ARE ALLOWED: All exits must remain clear and original furniture must remain in placed location. Catering and banquet tables may be moved and adjusted with consent from St. John House staff.

PERSONAL PROPERTY: The St. John House will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

FORCE MAJEURE: Neither party shall be liable in damages or have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to natural disasters (ex. earthquakes, tornadoes, hurricanes, floods), government authority, acts of terrorism, labor disputes, or any other act outside the control of The St. John House LLC and the signed parties.

INDEMNIFICATION: The Renter, their successors and assigns, hereby indemnifies and holds The St. John House, its officers, directors, members, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses, including reasonable attorneys' fee and any such fees to enforce this indemnification, for which The St. John House, its officers, directors, members, employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Renter's use of The St. John House facilities for the event listed above.

Flowers/centerpieces/decorations _____

Electronic Equipment \$50 _____ Cleaning fee \$50 _____ Table Cloths or cover _____

Deposit _____ Total _____ Balance Due 30 days prior to date _____

I understand and agree to the above terms and conditions

X _____ **Date** _____

Notes
