

FRATERNAL ORDER OF EAGLES  
CEDAR FALLS AERIE 4074  
2125 WEST LONE TREE ROAD, CEDAR FALLS, IA 50613 PHONE: 319-277-6512

## BANQUET ROOM RENTAL CONTRACT

RENTER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ MEMBER YES \_\_\_ NO \_\_\_

EVENT DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

SETUP DATE \_\_\_\_\_ TIME \_\_\_\_\_ BAND / DJ YES \_\_\_ NO \_\_\_

NUMBER OF GUESTS \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

PREFERRED BEVERAGES \_\_\_\_\_

RENTAL FEE \_\_\_ \$200 MEMBER \_\_\_ \$300 NON-MEMBER \_\_\_ OTHER: \$ \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

\$100 DAMAGE DEPOSIT RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

I, the undersigned, have signed and received a copy of the terms of use agreement.

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF EVENTS CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

**TERMS OF USE FOR BANQUET ROOM RENTAL**

**RENTAL PRICES.** Daily rental for the **banquet room only** is \$200.00 for FOE 4074 members in good standing and \$300.00 for non-members. If the room is rented for consecutive days, each additional day is \$50.00 for members and \$100.00 for non-members. A \$100.00 down payment is required at contract signing. The unpaid balance must be paid at least 7 days prior to the event. The down payment will **NOT** be refunded if the event is canceled within 45 days of its scheduled date. **If Aerie 4074 should be unable to fulfill the contract** due to closure, act of God, or physical damage, the renter will be notified as soon as possible, and all deposits will be returned to the renter immediately. Aerie 4074 will **NOT** be held liable for any damages incurred by the renter or any third party.

A \$100.00 cleaning and damage deposit must be made on the date of booking the event and will be refunded to the renter if the facility is cleaned and no damages have occurred. Any damages done to the facility or grounds will be paid for by the renter.

**CLEANING REQUIREMENTS.** Tables and chairs should be left in their original setting. Anything brought onto Aerie 4074 property by the renter, their guests, or anyone procured by the renter to provide a service at the event must be removed or properly disposed of before the renter leaves. All tables and countertops must be cleared and washed. **NO** cleaning supplies or garbage services, except for garbage bags and a dumpster, will be provided by Aerie 4074 during the rental term.

**RESPONSIBILITY FOR GUESTS.** The renter shall be responsible for the security, safety and behavior of all guests attending the event. All guests must abide by club rules. Profanity and vulgar or drunken behavior are **NOT** allowed in our bar room. No minors are allowed in the bar room except to use the restroom. Guests should use the banquet room entrance on the east side of the building.

There will be **NO** consumption of alcohol by minors at any event. Anyone caught providing alcohol to a minor will be prosecuted according to the law and club rules. **THE EVENT WILL BE TERMINATED AT ONCE IF A MINOR IS FOUND TO BE CONSUMING ALCOHOL.**

**SECURITY.** If security is deemed necessary by the renter or by city ordinance, the renter is responsible for providing it. Aerie 4074 is **NOT** responsible for the security of guests, equipment, vehicles, or personal belongings brought onto Aerie 4074 property by the renter, their guests, or anyone procured by the renter to perform a service at the event.

**MANAGEMENT RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE**

**INDEMNIFICATION/HOLD HARMLESS WAIVER.** Renter shall indemnify Fraternal Order of Eagles Aerie #4074 and its affiliates ("Indemnities") against all liabilities, expenses, and losses, including attorney's fees, incurred as a result of a) failure by renter to perform any covenant or provision mentioned in this agreement; b) any accident, injury, or damage which might occur in or about the premises (including damage to the premises) where such damage occurs during the rental period or as a result of the event; c) failure of the renter to comply with any requirement of any government authority. Renter further agrees to waive all claims against Fraternal Order of Eagles Aerie #4074 due to any loss, damage, or injury resulting from the occupancy of the premises.

**DECORATIONS.** Decorations may be placed on the tables, counters, and bulletin board **ONLY**. Decorations may **NOT** be placed on the walls or ceiling. **ABSOLUTELY NO TAPE IS TO BE PLACED ON FLOORS.** Putting tape on floors will result in the automatic surrender of your cleaning deposit. No confetti or glitter!

**KITCHEN.** If the renter uses the kitchen, only the countertops, refrigerator, and sinks may be used. No use of the stove, dishwasher or deep fryers is allowed. The kitchen must be left clean. The club does **NOT** provide any utensils, tableware, serving vessels, or appliances. The microwave oven on the counter in the banquet room may be used.

**PERMITS.** The cost of any special permits required by the city, county, or state is the responsibility of the renter.

**BEVERAGES.** Special-order beverages for all events **MUST** be purchased from Aerie 4074 at the club's current rate at the time the order is placed. Bottles and canned beer, wine, spirits, and soft drinks must be purchased from Aerie 4074. **NO** special-order beverages will be opened until paid for in advance. All special-order beverages opened but unconsumed during your event become property of Aerie 4074.

**NO** beer, spirits, wine, or soft drinks may be brought onto Aerie 4074 property, except for coffee, tea, non-alcohol punch, juice, or water. **NO** beverages are to be taken out of the building.

**SMOKING.** Smoking is prohibited inside the building. Smoking waste receptacles are located outside each of the entrances and the club expects all guests to use them. Do not throw cigarette or cigar butts on the ground.

**CEDAR FALLS AERIE 4074.** Cedar Falls Aerie 4074 of the Fraternal Order of Eagles strives to obey all laws and to provide our guests with a clean and comfortable environment. Your commitment to abide by the terms of this contract is essential to the fulfillment of this goal.

**I, THE UNDERSIGNED, HAVE READ CAREFULLY, UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT.**

Date and type of event \_\_\_\_\_

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Events Chairman \_\_\_\_\_ Date \_\_\_\_\_