

# The Mocktail Lounge Event Space Rental Agreement

This contract for the rental of a venue is made this day, \_\_\_\_\_, by and between  
\_The Mocktail Lounge\_, hereafter referred to as the Owner, and \_\_\_\_\_,  
hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue,  
located at \_335 North Main Street St Charles MO 63301\_ and known as \_The Peony  
Ballroom\_,

## **Base Rental Rates for Peony Ballroom:** Max capacity is 50 persons

\$200 per hour with a minimum of 3 hours (does NOT include setup and teardown time or gratuity)

\$300 per hour with a minimum of 3 hours if booked on a Friday or Saturday night any time between 5pm and 11pm

\*Includes all tables, black and white linens, Gold centerpieces, a private bathroom and lounge area, a stage, microphone, piano, lighting, and blue tooth speakers. Lounge will be open to the public- a black curtain separates the space.

One – server and one bartender provided

## **Base Rental for The Mocktail Lounge:** Max capacity is 96 persons

\$400 per hour with a minimum of 3 hours booked. All other fees addressed in agreement apply.

\*Includes all tables, black and white linens, Gold centerpieces, a private bathroom and lounge area, a stage, pool table, second bathroom, photo booth, games, additional lounge area and bar seating, microphone, piano, lighting, and blue tooth speakers. Completely private rental will close The Mocktail Lounge for event.

One/Two servers and one bartender provided

### **\*\*\* NO glitter or confetti allowed on site\*\*\***

- External drinks including waters and lemonade/tea are not allowed. All beverages to be purchased from The Mocktail Lounge.
- Outside food or catering is allowed, electric is not available to renter for serving dishes. Dishwasher is not available; trash cans and bags will be provided.
- Small plates, plastic ware and napkins can be provided for an additional \$50-\$96 – must be preordered.
- All decorations are to be hung safely and not cause any damage to walls or wallpaper. Piano is not to be moved for any reason.
- Cake table, present table and food table can be provided with linens if ordered in advance. Cost is \$10 per additional table.

**Details of rental:**

Room Selected: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rate and number of hours \_\_\_\_\_ hours at \$ \_\_\_\_\_ rate/hr = Sub-Total \$ \_\_\_\_\_

Additional tables (\$10 each) \$ \_\_\_\_\_

Plates, plastic ware, napkins (\$1 per person \$50-\$96) \$ \_\_\_\_\_

Charcutier Platters (Feeds 4) (\$20 each) # of platters \_\_\_\_\_ Sub-total \$ \_\_\_\_\_

Option: Open Mocktail Bar = \$15 per person and does not include gratuity. Sub-total \$ \_\_\_\_\_

(Mocktails can always be purchased individually at The Lounge)

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Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner \$ 100.00, a non-refundable deposit (due at time of booking) will be applied to rental charges upon final settlement of accounts. An additional \$ 100.00, due at time of booking for damages/security deposit which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates.

2. The Renter shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_, for the purpose of hosting the Renter's \_\_\_\_\_ event. Owner shall provide to Renter access to Ballroom.

3. The full rental fee for the use of the venue described in (2) above shall be \$ \_\_\_\_\_. (See Details of Rental Section) The balance of the rental fee due, less the non-refundable deposit described in (1) above, shall be payable to the Owner 7 days (one week) prior to the date of the event.

**\*\*Cancellations:** Any event cancelled less than 5 days prior to the date of event will not receive a refund for any fees. Events Cancelled 30 or more days prior to the date of the event receive full refund all less the \$100 non-refundable deposit will be returned to Renter. Cancellations of event between 30 days and 7 days prior to the event will receive a 50% refund.

\_\_\_\_\_ **Renter initial here that you understand and agree to the above**

4. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. Dumpster is provided behind the building.

6. Upon Renter's completion of his/her obligations under (4) and (5) above, the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.

7. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 50% per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

8. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

**\*Alcohol/Drugs** of any kind are not allowed on premises. If it is found that anyone in the party has alcohol inside the building the party/event will be immediately cancelled, and no refund will be available.

\_\_\_\_\_ **Renter initial here that you understand and agree to the above**

9. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, date	Owner's Signature, date
Printed Name	Printed Name Brandi Schmidt, 314-495-5957
Address	Address 335 North Main Street
City, State, Zip Code	City, State, Zip Code St. Charles MO 63301