

**ITALIA AMERICA BOCCE CLUB
DINING ROOM USAGE AGREEMENT**

RULES AND PROCEDURES WHEN USING THE DINING ROOM

1. Only members of the IABC may use the dining room for private parties. **MEMBER MUST BE PRESENT DURING THE ENTIRE EVENT. NO MEMBER or ORGANIZATION SHALL PROFIT FROM USE OF THE DINING ROOM.**
2. Any Organization or charitable fund raisers sponsored by a Member, must be approved by the Board of Directors before an agreement is signed.
3. Members must schedule the event with the Agreement Coordinator at least 1 week prior to a Board meeting. (Board meetings are normally the 2nd Wednesday of each month and are posted in the Club). Then the event must be approved by the Board of Directors before an agreement is accepted.
4. Maximum number of dining room occupants is 200.
5. Members must put down a deposit of \$600.00 to reserve the date (no date will be reserved without a deposit). Putting a deposit down does not guarantee that you may have that event on that date. Once the agreement is signed by the member and the Agreement Coordinator, then it must be approved by the Board before it will be officially put on the calendar that your event is accepted.

Deposit: What your deposit will cover:

- A) A charge of \$3.00 per person will be charged.
- B) Optional cleaning of dining room, you may clean it up yourself at no charge; or if the Club has to get someone to clean, the cost will be \$100.00. What we mean by clean: All tables wiped off, all trash cans empty, chairs put on top of table then vacuum the room.
- C) Linens selection and charges will be with accordance to attached addendum.
- D) The balance of deposit, if any, will be refunded within two weeks of event.

Food: what is allowed:

- a) Member is responsible for the cost of food brought into the Club.
- b) Caterers may be used with the approval of the Dining Room Committee.
- c) Use of Club's kitchen must be coordinated with the Kitchen and Dining Room Committee, and a fee of \$10.00 per hour with a minimum of 1 hour will be charged. The slicer may only be used by the Kitchen Director, or his staff. Fees are to be paid at the end of the event. If you plan to use the kitchen please check here. []

Bar:

- 1) ALL beverages must be purchased from the bar. No one under 21 years old may have any alcoholic beverage.
- 2) Bar Manager will coordinate with Member whether to run a tab, a specific tab or guest to pay their own way. ALL TABS MUST BE PAID THAT NIGHT, the bar tab doesn't come out of the deposit. Any money left from deposit will be refunded within 2 weeks.
- 3) ALL tabs will include at least a 15% gratuity. (Example: \$100.00 tab+ \$15.00 gratuity your bill will be \$115.00).
- 4) All events scheduled during non bar hours will be charged \$10.00 per hour in order to have a bartender present during the event. Please coordinate time with Bar Manager.
- 5) All events that have over 100 guests will require an additional bartender.

Decorations: Decorating must be approved by Dining Room Committee.

Cancellation Policy:

If cancelled two weeks before event you will be charged \$100.00

If cancelled one week before event you will be charged \$200.00

Please call Tony Sanna at 314-223-9694 to cancel.

The Member is totally responsible for the behavior of their guests. Distasteful behavior, violation of Club Rules and misconduct by guest may result in loss of Club PRIVILEGES, immediate cancellation of the event and where appropriate, criminal or civil prosecution.

In addition, a walk through inspection will be conducted to note any concerns, assess any damages and ensure the dining room is in order. IF there are any concerns or damages, the Member is responsible for the repairs and subsequent cost incurred.

Usage of the Dining room doesn't give your guest unsupervised access to the Courts. (only a member may accompany a guest onto the Bocce courts.)

Court rules are posted by the courts and must be adhered to specifically. (i.e., proper shoes (NO HEELS), no drinks or food on the courts, no running, good sportsmanship, etc.) Any violation of this agreement and you will forfeit your deposit and may result in loss of all privileges of using the dining room and loss of club privileges for a period of time to be determined by the Board.

The balance of your deposit, if any, will be refunded within two weeks of the event, after the Agreement Coordinator inspects the dining room to see if any additional cost needs to be deducted from your deposit for any damages.

Date of Event: _____ Time of Event: _____ to _____

Members Name: _____ Membership # _____

Address: _____

Phone #: _____

Number of Guests: _____

Purpose of Event: _____

I have read the Dining room agreement and fully understand the agreement that I am signing. I understand that I, as the member of the Bocce club, am obligated to pay the entire bill and will not be reimbursed by another party. This event is for my personal use and will be honored as such.

Member _____ Date: _____

Agreement Coordinator _____ Date: _____

Approval Date: _____ Deposit: \$600.00 Check No: _____

Page 2 Initials _____

Final agreement report after your function:

Deposit:
\$600.00

Usage fee: \$3.00 per person _____

Cleaning Fee: \$100.00 (if you do not clean room yourself) _____

Vacuum Cleaner Fee: _____
If you wish to have Joann Rolfi (314-239-7404) vacuum and put the chairs on the tables, please call to make arrangement for a nominal fee. (Pay Joann directly). _____

Kitchen usage: _____
items used -
a) If you plan to use the kitchen please check here. []

Linen fee: _____
types of linens used-

Damages: _____

Refund due member _____
Or
Balance due IABC _____

Member's name: (print) _____

Date of Function: _____

Office copy Page 3 initials _____

Your copy Page 3 initials _____

PLEASE KEEP A COPY OF THIS PAGE.

COMPLETE THIS PAGE AFTER YOUR EVENT AND RETURN IT TO THE CLUB TREASURER OR THE AGREEMENT COORDINATOR.

Final agreement report after your function:

Deposit:
\$600.00

Usage fee: \$3.00 per person _____

Cleaning Fee: \$100.00 (if you do not clean room yourself) _____

Vacuum Cleaner Fee: _____
If you wish to have Joann Rolfi (314-239-7404) vacuum and put the chairs on the tables, please call to make arrangement for a nominal fee. (Pay Joann directly). _____

Kitchen usage: _____
items used -
a) If you plan to use the kitchen please check here. []

Linen fee: _____
types of linens used-

Damages: _____

Refund due member _____
Or
Balance due IABC _____

Member's name: (print) _____

Date of Function: _____

Office copy Page 3 initials _____

Your copy Page 3 initials _____

PLEASE KEEP A COPY OF THIS PAGE.

COMPLETE THIS PAGE AFTER YOUR EVENT AND RETURN IT TO THE CLUB TREASURER OR THE AGREEMENT COORDINATOR.