

Dining Room Agreement
Italia-America Bocce Club (IABC)
Procedures for Renting the IABC

1. Only members in good standing of the IABC may rent the dining room for private parties. **The member renting the IABC must be present during the entire event.** The member shall not profit from the rental and use of the dining room.
2. The maximum number of occupants in the dining room is 200. No exceptions will be allowed
3. The member **must** contact the Agreement Coordinator, Paola Brush, at 314-223-9277 to **check** if the date requested is available and to **review** the agreement. This must be **completed** at least one week prior to a Board meeting. **Board meetings are held on the second Wednesday of each month, so plan accordingly.** Then follow the steps below before the Board meeting:
 - a. complete and sign the Dining Room Agreement Request, Linen Order and Kitchen and Material Usage Forms (only if those last two are needed)
 - b. remit a \$600.00 deposit via a check or credit card receipt, along with the agreement form, directly to the Agreement Coordinator or place it in the mail slot located on the Office door
 - c. the Agreement Coordinator will present this information to the IABC board members for vote
 - d. The member will be notified within a few days if the rental agreement was approved or denied
 - e. Dining room rental **does not include use of the courts**, unless the member completes an additional **Courtside Rental Agreement**
4. Any organization or fundraiser to benefit a charity or a person must be **sponsored by a member in good standing** of the IABC and follow the steps below:
 - a. check the requested date with the Agreement Coordinator
 - b. **complete rental agreement form**, minus the deposit
 - c. the **member** must present the proposal to the Board, **at a regularly scheduled Board meeting which is the second Wednesday of each month.** A representative from the organization or charity may also address the Board at this time
 - d. the Board will vote to approve, deny, or request further information about the event
 - e. the member will be notified within a few days as to the result of the Board vote
 - f. if the Board requires further information, the member must present information at another Board meeting and steps d and e are repeated, minus the request for further information
 - g. the Board may vote to waive any or part of the deposit, rental fee, and/or linen fee for an organization or fundraiser. This will be indicated on the Summary of Cost page in the agreement
 - h. bar sales are directed to the IABC and not the organization or fundraiser, unless allowed by City/State Liquor laws and approved by the Board member initial: _____

Fee/Deposit Return Procedures

1. Fees:
 - a. a fee of \$3.00 per person will be deducted from your deposit. There is a minimum rental fee of \$150.00.
 - b. other fees, as noted on the Summary of Cost page, will be deducted from the deposit, such as linen, kitchen and item usage, etc.
2. The member **must remit the Summary of Cost and, if the kitchen was used, the Usage of Kitchen & Materials pages of the contract** directly to the Agreement Coordinator or by the mail slot located on the Office door immediately after the event. **Any refund of deposit due to the member, will not be completed until this paperwork has been submitted.**
3. If there is damage to the IABC property, event space or items used not cleaned and materials not put away, and/or any impropriety caused by your guests or yourself, the IABC Board reserves the right to deny all or part of your deposit or require additional payment be made, if necessary.

Cancellation Policy

1. If the member cancels 14 days or more prior to the event, \$100.00 will be deducted from the \$600.00 deposit.
2. If the member cancels 7 days or less prior to the event, \$200.00 will be deducted from the \$600.00 deposit.
3. The Board has the right to vote to remit a total refund of \$600.00 for a member event cancellation due to extenuating circumstances, as determined by the Board.
4. If the IABC needs to cancel the event due to Club or weather-related issues, the member will receive a full refund of \$600.00

Food Policy

1. The IABC is **not** responsible for ordering or purchasing any food for a member's, a corporate, or a fundraising event.
2. The IABC is **not** responsible for providing any disposable utensils, plates, bowls, napkins, cups for water (if water pitchers are used), and any containers for leftovers.
3. The IABC is **not** responsible for any food placed in the kitchen, refrigerator, freezer, warmer, or steam table(s).
4. Do **not** leave plastic platters and/or wire racks for sterno provided by a caterer at the IABC- take home or dispose of it.

Kitchen and Materials Usage Policy

1. The use of the IABC kitchen for an event must be requested by completing the **Kitchen and Materials Usage** form attached to the Dining Room Rental Agreement.
2. Some materials will have a fee attached to the usage (see the Kitchen and Materials Usage form).
3. The member is responsible for ensuring the kitchen is cleaned after use and all materials used are cleaned and put back in the correct area (even if used by the caterer)

member initial: _____

Bar Policy

1. **All beverages** must be purchased from the bar.
2. No one under the age of twenty-one is allowed to purchase or consume alcoholic beverages anywhere on the IABC property or surrounding properties in the parking lot.
3. The bartender has the right to stop serving a patron who is visibly intoxicated
4. Those under the age of 21, are not allowed to sit on stools at the bar
5. It would be helpful if the Bar Manager or Bartender were made aware of the types of beverages being offered for the event (for example, if only soda and tea versus beer, wine, mix drinks, etc.)
6. **The member must coordinate with the Bar Manager or Bartender as to how the bar tab will be paid.** If a member wants to initiate a running tab, a credit card must be presented at the beginning of the event and closed out before leaving the IABC. If a member should leave before paying, the credit card on file from the beginning of the event will be charged for the bar total for the event and an 15% gratuity will be added.
7. The member is to make sure their guests are aware of whether there is an open bar, partial open bar, or cash bar.
8. **All** running tabs will be automatically charged a 15% gratuity., if not closed out
9. If there are over 100 attendees, a second bar tender may be provided by the Club
10. If the event is scheduled during **non-bar hours**, the member will be subject to a \$10.00 per hour charge, per bartender, **which is paid directly to the bartender(s) and not from the member's deposit.** If a bartender(s) is not be available during **non-bar hours**, the member must make arrangements with the Bar Manager, prior to the event for beverage purchases

Decorations and Linen Policy and Procedure

1. **All** decorations must be approved by the Agreement Coordinator prior to the event
2. **Confetti, glitter, party poppers, or any difficult decorations to clean-up are not permitted.**
3. If ordering linen through the IABC for the event, the member must complete the **Linen Request Form**, which is attached to this agreement, at the time the rental agreement (allow two weeks for order to be processed). There is a charge for linen which is deducted from the deposit.

Member initial: _____

Cleaning Policy and Procedure

1. The member is responsible for ensuring the dining room and kitchen, if used, are clean and items put back where they belong.
2. Use dishwasher, as needed, by following the directions posted on the wall by the dishwasher.
3. Remove and dispose of all event decorations.
4. Remove any linen, rented through the IABC, and place in the bags located by the vestibule by the front kitchen door.
5. Remove any linen the member brought in.
6. Wipe tables used, even if tablecloths were used.
7. If any tables or chairs were rearranged, put them back as found.
8. Stack chairs on tables. 8 chairs per each table.
9. Vacuum dining area.
10. If buffet tables were used, clean off. If linen is soiled, place in the designated area mentioned in #4.
11. If steam table used, turn off, unplug, dump water, and wipe clean.
12. If kitchen was used, remove any food from the event, wipe surfaces used, clean sinks used, clean dishwasher area if used, return cleaned items to their correct place, turn off warmer and unplug if used, sweep the floor including under the mats, and mop floor if needed.
13. Empty all trash cans used, bring that trash to the dumpster, and reline the trash cans (liners are in the cleaning supply closet by the men's restroom)

Conduct Policy

1. Enjoy the use of the IABC.
2. The member is responsible for the behavior of their guests and themselves at the event. Distasteful behavior, violation of IABC rules, or misconduct by a guest(s) or the renting member, will result in penalties. Penalties may include, but not limited to, the event being terminated before time on the contract, suspension of all or some IABC privileges for the member, and possible criminal or civil prosecution.
3. **Children must be supervised at all times in the IABC and parking lot.**
4. A walk-through inspection may be conducted directly after the event or the next day to assess for cleanliness and possible damages. If there are any violations of either of these, the Agreement Coordinator will contact the member and discuss the concern(s). If there is a violation in cleanliness, a fee will be deducted from the deposit. If there are any damages, the member is responsible for the cost of repairs or replacement, which will be deducted from the deposit. If there is not enough money from the deposit, the member will be billed for the remaining balance.

Member initial: _____

Liability Policy

In no event shall the Italia-America Bocce Club be liable to the member or their guests for this event whether based in contract, TORT (including negligence), warranty or otherwise including (A) failure or termination of or interruption in utility services to the club; (B) personal injury or damages to person or property which the member or guests may incur, regardless of the cause thereof. The member and guests agree to indemnify and hold harmless the Italia-America Bocce Club, fellow members, officers and directors, employees, and agents from and against any and all claims, damages, losses, suits, judgements, costs and expenses by any party arising from the member's event held at the IABC. The member and guests hereby release and forever discharges the Italia-America Bocce Club from all liability or damages of any kind.

Miscellaneous Information

If the member should require a dishwasher, bus person, or someone to stack chairs and vacuum, the Agreement Coordinator, upon request, can provide contact information for those individuals. However, it is the member's responsibility to make these arrangements and pay those individuals directly the day/night of the event, as this expense is not deducted from the deposit.

(Revised 10/2019) (Approved 11/2019)

member initial: _____

Dining Room Agreement Request

Member's Name (Print): _____

Address: _____

Phone: _____

Member's Stock Number: _____

Date of Event: _____

Time of Event: _____ to _____

Event Description: _____

Number of Guest: _____

Check if needed:

_____ will use kitchen

(see Kitchen & Material Usage Form)

_____ will need linen

(see Linen Order Form)

I, _____, a member in good standing have **read** the Dining Room Agreement and fully understand said agreement. I understand that I, as a member of the Italia-America Bocce Club, am obligated to pay for the entire cost of the event, such as, fees, linen, and kitchen charges, if incurred, etc. This event is for my personal use, and I am not being reimbursed by another party for the use of the IABC. Any violations of the Rental Agreement may result in, but not limited to, probation, suspension, expulsion, additional fees/fines, and/or criminal charges to which, I as the member, will be responsible for all legal fees.

Member's Signature

Date Submitted

Agreement Coordinator

Date Received/Retrieved

Board Approval Date: _____

Linen Order Form for Party/Event

Check and initial here if no linen are needed: ___ _____

Name: _____

Date Ordered/Who: _____

Date Submitted: _____

Date of Party: _____

Date Received/Who: _____

Size/Type of Linen

Quantity

Cost

Napkins (\$0.12 each- minimum (min) order 100)

Napkins (white) _____

Napkins (colored)* _____

(red, pink, evergreen, gold, black, navy, teal,

purple, royal blue, orange, yellow, sea form, chocolate, and paprika)

Tablecloths

90 Round (white) {\$5.06 each min order 5} _____

52 by 112 Banquet (white) {\$1.79each-min order 10} _____

52 by 52 Square (white or black) {\$0.81 each-min order 20} _____

Total Cost: _____

Procedure:

1. **Linen order will be placed in the Coat Room.** For tablecloths, **remove the plastic and throw it away, as for the hangers, place on hanger stand located in the vestibule located by the front kitchen door.** Other linen will be in a black bin with a yellow lid with your order sheet. **DO NOT GO INTO THE STORAGE ROOM FOR MORE LINEN** (as it could be for another party)
2. **SOILED LINEN and UNUSED LINEN are to be placed in the bags located in the vestibule by the front kitchen door.** Do not have linen spilling out of bags.
3. **You will be charged for linen ordered whether used or not**

(Revised: 7/16/21)

Kitchen & Material Usage Form

Items	Will use (yes or no)	Charge	Comment
Fryer	_____	\$ 40.00	Must know how to use it.
Stove top, oven, convection oven, and/or warmer	_____	\$ 5.00	Must know how to use it.
Steam table	_____	\$ 5.00	Must know how to use and clean it.
Non disposable plates, bowls, utensils and dishwasher	_____	\$ 50.00	Must cleaned and put away (See dishwasher specific directions)
Slicer	*****	<u>IS NOT ALLOWED TO BE USED UNDER ANY CIRCUMSTANCES.</u>	
Serving utensils	_____	N/C	Must be cleaned and put away.
Knives	_____	N/C	Must be cleaned and put away.
Water Pitchers	_____	N/C	Must be cleaned and put away.
Cutting Boards	_____	N/C	Must use the correct one and be cleaned and put away.
Huge salad bowl	_____	N/C	Must ask to use and then clean and put away.
Measuring items	_____	N/C	Must clean and put away.
Refrigerator	_____	N/C	Must not leave any food from your event. Clean up any spills.
Freezer	_____	N/C	Must not leave any food from your event. Clean up any spills.
Counters and Metal Island	_____	N/C	Must clean all surfaces used.
Sinks	_____	N/C	Must clean all used.
Dishwasher	_____	N/C	MUST follow specific written directions and clean the area.
Pots, pans, trays Other housekeeping instructions:	_____	N/C	Must clean and put away.

- 1) Kitchen floor MUST be swept including under mats and mopped if needed.
- 2) If any items are missing after use, you will need to meet with the coordinator to discuss missing items.
- 3) You will be charged for any items that are not returned to the IABC or replaced if they have been damaged.

Summary of Dining Room Rental Cost

TURN THIS IN AT THE END OF YOUR EVENT

Complete and return this form directly to the Agreement Coordinator or place in the mail slot located in the Office door (ASAP after your event).

This form (also kitchen form, if used) must be turned in in order to receive your deposit refund, if any, after all charges are deducted for the rental. A refund will not be given until this form is completed.

Date of Event: _____ Date Submitted: _____

Member's Name (Print): _____

Address: _____

Name of Caterer (if used): _____

DEPOSIT: **\$600.00**

Usage Fee: \$3.00 per person 3 x _____ Total: _____

Linen Fee: (from Linen Form) Total: _____

Kitchen Fee: (from Kitchen & Usage Form) Total: _____

Cleaning Fee: Total: _____

Explanation of Charge:

Damage Fee: Total: _____

Explanation of Charge:

Total Refund Due: **Total:** _____

Or

Balance Due to the IABC: **Total:** _____

_____ **Date Received/Retrieved:** _____
Agreement Coordinator

Approved by the Agreement Coordinator:

_____ **Date Processed:** _____
Treasurer