

Dining Room Agreement Request

Member's Name (Print): _____

Address: _____

Phone: _____

Member's Stock Number: _____

Date of Event: _____

Time of Event: _____ to _____

Set-up Time: _____
B

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: _____

Dining Room Agreement
Italia-America Bocce Club (IABC)
Procedures for Renting the IABC (Revised Jan 2023)

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 first check the Calender.**
Then contact the Event Director, Ron Farotto at 314-578-4034 via call, text, or email RonFarotto.IABC@Gmail.Com to send EContract to confirm reservation. My Committee Event Facilitator is Sue Lucia 314-728-7469, email SueLuciaIABC@Gmail.Com reach out to either of us so we can get back to you in 24 hrs. I will respond to each person in order of making contact as having first choice on a date, and we will move to the next member accordingly.
4. **A New Member will be allowed to rent an event after 6 months of membership.**
5. I will then make sure you are a current member and with dues paid. I will then forward contract agreements electronically directly to you , as needed. If you choose to fill out hardcopy and drop in club mail box. Ideally complete at least one week prior to a Board meeting. Board meetings are held on the 2nd Monday 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 check in 3 days** 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 **Court-Side Rental Agreement *****
 - f. **There is also an express Board Special Vote, for all good standing members, if your have and emergency issue and need to book the facility sooner than the next board meeting.**
6. 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 2nd Monday 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: _____

Dining Room Rental Agreement: Page 2

Fee/Deposit Return Procedures

1. Fees:
 - a. There is a minimum rental fee of \$150.00. A fee of \$3.00 per person calculated will determine final persons attending the event and including additional items such as linens, kitchen, etc.
2. The bartender will provide the director a completed “**Bar Tender Summary Report**” of your event. Once submitted in 1-3 days amounts still pending will be billed or emailed or refund will be made. Turnaround should be 10-15 business days or sooner if possible. 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 severing 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 18% min. 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 18% gratuity., if not closed out
9. If there are over 100 attendees, a second bar tender may be provided by the Club
10. Parties of 25 or more people then bartender will be provided by the club.
11. 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. **No decorations are to be mounted on the walls.**
4. **There are hooks for some decorations that can hang from the ceiling;**
5. 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. Linen price is what the company charges the Club.

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 releases 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.

Member initial: _____

Linen Order Form for Party/Event (Revised Jan 2023)

Check and initial here if no linen is needed: _____

Name: _____ Date Ordered/Who: _____

Date Submitted: _____

Date of Party: _____ Date Received/Who: _____

<u>Size/Type of Linen</u> (for current pricing ask agreement co.)	<u>Quantity</u>	<u>Cost</u>
---	-----------------	-------------

Napkins (min. order 50 count increments)

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) (min order 5 count increments)	_____	_____
52 by 112 Banquet (white) (min. order 10 count increments)	_____	_____
52 by 52 Square (white or black) (min. order 20 count increments)	_____	_____

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 labeled and located on shelf above tablecloths. **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**

Kitchen and Materials Usage Form

(Revised Jan 2023)

Member Name: _____ Date of Event: _____

Only submit this form with your Agreement, if you plan on using anything in the kitchen!

It is the member's responsibility to clean, turn off the oven, stove top, convection oven or warmer (if used), and/or put items back where it belongs when using and/or borrowing items from the kitchen. This includes sweeping and/or mopping the kitchen floor if items are spilled and taking any trash out to the dumpster and relining the trash cans (liners may be found in the kitchen or in the Supply Closet located near the men's restroom).

The meat slicer and steam tables are not allowed to be used.

Check all that apply:

Refrigerator _____

Freezer _____

Serving Utensils _____

what will be used:

Knife _____

Cutting Boards _____

follow color code for usage

Fryer _____

(can only use if you know how to operate) **Fee: \$40.00**

Oven _____

(can only use if you know how to operate) **Fee: \$5.00**

Stove Top _____

(can only use if you know how to operate) **Fee: \$5.00**

Convection Oven _____

(can only use if you know how to operate) **Fee: \$5.00**

Warmer _____

(can only use if you know how to operate) **Fee: \$5.00**

Dishwasher needed \$20/hour _____ **hours** (Marty is authorized)

Other Items: _____

what will be used:

(Other Items requires additional Agreement Coordinator approval and will follow Dining Room Agreement Kitchen and Usage Form, if there is a fee or not associated with it)

Total Usage Fee: _____

By signing the Court-Side Usage Agreement Request Form, the member agrees to any fees which may be incurred from their use of the Kitchen and/or materials.

Agreement Coordinator Reviewed/Date