# Italia-America Bocce Club
## Rental Request Agreement

Thank you for your interest in renting the facilities at the Italia-America Bocce Club. This document will provide you with all the policies, requirements, fees and forms necessary for renting the dining room and/or courtside area. Please review the agreement and reach out to our Rental Coordinator if you have any questions regarding the rental process. Thank you!

**Rental Coordinator:** Joe Grana – 314-330-6553 – joe.grana1958@gmail.com

## Member Requirements

IABC members must meet the following requirements to rent the club facilities:

1. Must be in good standing of the IABC
2. Must be a member of the IABC for at least 6 months.
3. Members must be present during the entire event.
4. Members shall not profit from the rental and use of the club facilities.
5. Members agree to adhere to all policies and procedures set forth in this agreement.

## Rental Policies and Procedures

1. Courtside and dining room availability can be viewed on the club website, **STLBocce.com**. Event dates are held on a first come first served basis.
2. Requests can be made up to 6 months in advance.
3. All rental requests are subject to board approval and bartender availability to accommodate the time and size of the request.
4. Completed rental agreement forms and fees should be submitted to the club to the attention of the Rental Coordinator. Payment can be made by check or credit card at the bar. See Fee Schedule page for more information.
5. Rental requests are presented for approval during monthly board meetings on the 2nd Monday of each month. Events taking place prior to the next meeting will be presented to the board separately for approval.
6. Upon board decision, the Rental Coordinator will contact the member with details within a few days of the meeting.
7. Any balance due must be paid prior to the start of the event.
8. The refund policy for cancellations is as follows:
    a. Greater than 30 days from event date = Full refund

Italia-America Bocce Club
Rental Request Agreement

## Rental Policies and Procedures – Con't

b. 11 – 30 days from event date = 25% of fee
c. 10 days or less from event = 50% of fee

**If cancellation occurs within 48 hours of the event, in addition to the 50% rental fee forfeiture, members will also be required to pay bartender service fees and any linen charges incurred (if applicable).**

**Charitable Event Rentals**

Any event or fundraiser to benefit a charitable organization may be sponsored by a member in good standing of the IABC and follow the steps below:

1. Complete rental agreement form and submit to the Rental Coordinator. Details of the event must be provided.
2. Arrangements will be made for the member to 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. The Board will vote to waive all or part of the rental fee. Bartender fees, kitchen use fees, linen rentals and any additional charges will apply.
3. Upon board decision, Rental Coordinator will contact the member within a few days of the meeting.
4. All rental policies and procedures apply.
5. All bar sales go directly to the IABC and not the organization or fundraiser.

**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.

# Italia-America Bocce Club
## Rental Request Agreement

### Conduct and Facility Use

1. The IABC Member Code Of Conduct applies to all guests at a member event. The member is responsible for communicating all IABC rules and conduct to their guests. Disruptive or distasteful behavior, violation of IABC rules, or misconduct by a guest(s) or the member, will not be tolerated. Any violations will result in, 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 actions.
2. Children must be supervised at all times in the facility and parking lot. Running and rough play are not permitted anywhere in the club.
3. Members are responsible for any damages incurred to the IABC during their event.

**Dining Room Use:**

1. **Dining room rental does not include use of the bocce courts**. Guests are not permitted on the courts unless accompanied by a IABC member at all times. Court availability is not guaranteed unless courtside rental is included in the agreement and additional fee is paid. Courtside rental rules and requirements apply.
2. You may arrange the dining room to suit your needs however it must be returned to its original arrangement at the end of your event. Tables/chairs can be stored in the club shed if not in use. Please discuss your room configuration and shed access with the Rental Coordinator in advance.
3. Tables, chairs, and musical equipment are not allowed to be set up on the dance floor.

**Courtside Use:**

1. **The Courtside rental includes the use of courts 4 and 5 ONLY**. Even if no one is on courts 1, 2, 3, your guests are NOT permitted use of those courts as they are to remain available for members to use.
2. Members are responsible for communicating and enforcing all court rules with your guests. In order to protect the court surface from damage, the following policies will be strictly enforced:
    a. **All guests must wear protective booties on their shoes** to prevent outside dirt, water and debris from getting on the court.
    b. Shoes with hard soles, boots, and heels are not allowed on the courts, even with booties. Guests wearing these shoes must remove them and wear the booties without shoes if they wish to enter the courts.
    c. **No food or drinks are allowed on the courts**. This includes leaning over the court rails for a drink or bite of food while on the court.
3. Children must always be supervised on the courts. The measuring sticks and ball picker-uppers are not toys and should only be used by adults. Absolutely no running on the courts.

**Members will be responsible for the costs of cleaning the courts for any spills incurred during their courtside event. Cleaning a court can cost up to $500.**

# Italia-America Bocce Club
## Rental Request Agreement

## Food and Bar Policies

**Food Policies**

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, warmers, or steam table(s). Any items that are stored in advance of the event must be labeled with name and date of event. All food items must be removed from the kitchen at the end of the event.
4. All serving items and equipment provided by either the member or food service must be removed from the IABC at the end of the event.

**Bar Policies**

1. Bartender service fees are based on the # of guests and if the event occurs outside of regular bar hours and is subject to availability. **See the Fee Schedule section for details.**
2. All beverages, including water and non-alcoholic beverages, must be purchased from the club. No outside beverages are allowed.
3. No one under the age of twenty-one is allowed to purchase or consume alcoholic beverages anywhere on the IABC property or surrounding property in the parking lot.
4. The Bartender, Bar Manager or Rental Coordinator has the right to stop serving members or guests at their own discretion.
5. Those under the age of 18 are allowed to sit at the tables in the bar area but not at the bar.
6. Prior to the start of the event, member must coordinate with the Rental Coordinator or bartender the following;
    a. Types of beverages being offered for the event (for example, if only soda and tea versus beer, wine, mixed drinks, etc.)
    b. Beverage purchases - running tab or individual purchases. A credit card must be presented and held at the beginning of the event for a running tab. **A 25% gratuity is added to the bar total and charged to the credit card on file.**

# Italia-America Bocce Club
## Rental Request Agreement

## Decorations and Cleaning Policies

**Decorations**

1. All decorations must be approved by the Rental Coordinator prior to the event.
2. All decorations must be completely removed at the end of the event.
3. Confetti, glitter, party poppers, or any difficult decorations to clean-up are not permitted.
4. No decorations are to be mounted on the walls.
5. **Linen rental is available.– See Fee Schedule section for more information**. Linen price is what the company charges the Club plus a $25.00 service fee for delivery and pick-up.

**Cleaning Policies and Procedures**

The member is responsible for ensuring that the rental area, dining room and/or courtside and the kitchen, if used, are clean and returned to its original condition.

**Dining Room**

**All dining room rentals with 100+ guests will automatically be charged a clean up fee of $300 (see Fee Schedule for details of what the fee covers)**

1. Remove all event decorations
2. Empty all trash cans – take to the dumpster – replace liners. Please periodically check the trash and empty full containers during your event.
3. Clear and wipe down all tables
4. Return tables/chairs to their original location if rearranged or removed. It is recommended that you take a picture of the room prior to rearranging so that it can be referenced at the end of the event.
5. Stack chairs on the tables - 8 per table (7 upside down and 1 upright in the middle)
6. Vacuum dining area (vacuum can be found in the ice room)
7. Sweep the floor
8. If linens were rented, remove them from all tables and place them in the blue and white linen bags located in the vestibule by the kitchen entrance.
9. If IABC table covers for the rectangle tables were used, they need to be removed, laundered, and returned to the club within 7 days. Notify Rental Coordinator when returned.
10. If chair covers were used, they will need to be removed, laundered, and returned to the club within 7 days. Notify Rental Coordinator when returned.
11. Coffee urns and carafes (if used) should be emptied and washed.
12. Any additional IABC items used (vases, mirrors, backdrop frame, ring lights, or décor) should be gathered and placed on one of the rectangle tables in the dining room

Italia-America Bocce Club
Rental Request Agreement

## Decorations and Cleaning Policies – Con't

**Kitchen (if used)**

1. Remove all food from the kitchen including fridge and freezer.
2. Wipe down all surfaces of the kitchen and sweep floor
3. Wash and put away any kitchen items used.
4. Steam tables
    a. Turn off warmers and unplug
    b. Drain water and wipe dry – Please remember to close the drain valves.
    c. Wash trays and put away in the kitchen – Please leave the clean lids on the steam table.

**Courtside**

1. Remove all decorations
2. Empty all trash cans – take to the dumpster – replace liners
3. Clear and wipe down all tables
4. Return tables/chairs to their original location if rearranged or removed.
5. Sweep floor

# Italia-America Bocce Club
## Rental Request Agreement

| FACILITY RENTAL FEE SCHEDULE | |
|---|---|
| **Dining Room Rental** | |
| Sunday through Friday - Before 4 pm | $200.00 |
| Sunday through Thursday - After 4 pm | $400.00 |
| Friday - After 4 pm | $600.00 |
| Saturday | $600.00 |
| **Courtside Rental** | |
| Sunday through Friday (up to 4 pm) | $150.00 |
| Friday (after 4 pm) through Saturday | $250.00 |
| **Bar service Fees:** | |
| Rentals that are within normal bar hours will not be charged the bartender fee for the 1st bartender. If rental begins or ends 2 hours outside of the normal bar hours, the fee will be charged for the 1st bartender. | |
| **Price per bartender:** | $75.00 |
| 0-60 people 1 bartender | |
| 61-100 2 bartenders | |
| 101-150 3 bartenders | |
| 150-200 4 bartenders | |
| **Dining room bar service:** Set-up of additional bar in dining room serving beer, wine and seltzers. Recommended for rentals of over 150. | $100.00 |
| **Kitchen Use Fees:** | |
| Kitchen may be used free of charge for serving preparation, fridge storage and use of water pitchers. | |
| **Standard use:** Includes use of all kitchen appliances (excluding fryer) , dining room steam tables, serving ware and utensils | $50.00 |
| **Premium use:** Include Standard Use PLUS use of dishes, silverware, and serving ware- Requires dishwasher (extra charge) | $100.00 |
| Dishwasher - Subject to availability - minimum of 2 hours required | $25/Hour |
| **Cleaning Fees and Deposits: We now require a refundable check covering the highlighted cleaning fees at time of rental.** | |
| Dining Room cleaning fee includes removal of trash, wipe down tables, stacking chairs, vacuum carpet and sweeping the floor. **Fee is required and non-refundable for parties over 100** | $300.00 |
| Courtside cleaning fee includes removal of trash, wipedown tables and sweeping the floor. | $75.00 |
| **Additional Services:** | |
| **Linen Rental** | |
| 90" Round table covers - White, black or ivory | $6/each |
| 90X132 Rectangle table covers - White | $12/each |
| Napkins - A variety of colors available. Must be ordered in groups of 100 - contact Rental Coordinator for details | $0.13/each |
| Linen Rental Service Fee - Delivery fee for all rental orders | $25.00 |
| **Coffee Service** - 50 cups - Includes cups, stirrers, creamers and sweeteners | $25.00 |
| **Chair Covers** - Black or white - Member is responsible for adding and removing covers | $1/each |
| **The club offers a variety of vases, table decorations, mirrors, etc., available to the member free of charge, contact the Rental Coordinator for details.** | |

# Italia-America Bocce Club
## Rental Request Agreement

Member Name (Print): _____ Member Stock Number: _____

Address: _____

_____

Phone: _____ Email: _____

I am requesting the rental of (circle one): Dining Room Court-side Both

Day & Date of Event: _____ Time of Event: _____to _____

Requested Set-up Time: _____

Event Description: _____

Number of Guests: _____

I, _____, a member in good standing, have read the Rental Agreement and fully understand said agreement. I understand, that, as a member of the Italia-America Bocce Club, I am obligated to pay for the entire cost of the event, including the rental fee, kitchen charges, and other charges, if incurred. 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, the event ending early, revoked rental privileges or other IABC benefits, probation, suspension, expulsion, additional fees/fines, and/or criminal charges to which, I as the member, will be responsible for all legal fees.

Member Signature _____Date Submitted _____

---

Board Approval Date: _____ Amt Paid: _____

Payment type: ☐ CC Pmt (receipt attached) ☐ Check # _____

submitted to accounting on: _____