

# Fraternal Order of Eagles Cedar Rapids #2272 RENTAL CONTRACT



*Contact: Margaret Hamed 319.721.4095  
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Agreement made on \_\_\_\_\_, 20\_\_\_\_\_, by and between Cedar Rapids F.O.E. 2272 and \_\_\_\_\_, referred to as "Client". Client agrees to hire, and Cedar Rapids F.O.E. 2272 agrees to make available the use of the Eagles Club located 1735 11<sup>th</sup> Street NW Cedar Rapids, Iowa 52405 with the following terms and conditions:

EVENT DETAILS			
Date of event:	/	/	
Type of event	GRADUATION / CELEBRATION OF LIFE / WEDDING/ CHARITY EVENT / OTHER (Please Specify)		
Set-up starting at:	_____		
Event starting at:	_____		
Event ending at:	_____	Upper Bar Open	OR
	_____		Lower Bar Open
Clean-up ending at:	_____		
Total hours:	_____	Upper Bar Private*	OR
	_____		Lower Bar Private*
Number Expected:	_____		
*If private event, lower bar will need to be opened for member access.			

CLIENT INFORMATION	
Client Name:	GAID Membership #:
_____	
Client Address:	_____
_____	
Client Phone #:	_____
_____	
Client Email address:	_____
_____	

### Upper Bar

- 1,452 sq ft, accommodates 167 seated guests.
- Serving & prep space of 300 sq ft available for rental
- Full-service bar
- Restrooms
- Zero entry entrance-through front door

### Lower Bar

- 1,000 sq ft, accommodates 85 seated guests.
- Full-service bar
- Restrooms
- Zero entry entrance-through back door under awning

## Security Deposit

*A Deposit and a copy of the responsible party's legal ID is due at the time the rental agreement is submitted.*

**Date Received:** \_\_\_\_\_

**Payment Type:** CASH / CREDIT CARD / CK# \_\_\_\_\_

**Amount Received:** \$ \_\_\_\_\_

**4% Card Processing Fee:** \$ \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Security Deposit/Cancellation:** Security deposit of \$100 is required for members and \$150 for non-members. In the event there is damage, or the premises are left in an unacceptable condition the security deposit will not be refunded. The Security Deposit will be deposited. Following the event and inspection of the premises a refund of the deposit will be mailed to the client/address on contract within 30 days. No refunds of the space rental fees thereafter will be refunded if canceled 30 days prior to an event, as your agreement to rent Fraternal Order of Eagles Cedar Rapids #2272 may cause the loss of additional bookings or business.

If the full rental payment is not received 30 days prior to the date of your event, Fraternal Order of Eagles Cedar Rapids #2272 reserves the right to cancel your reservation without a deposit refund. Fraternal Order of Eagles Cedar Rapids #2272 also has the right to cancel or suspend your reservation for unacceptable behavior from guests or client(s).

If circumstances beyond the control of Fraternal Order of Eagles Cedar Rapids #2272 force us to cancel your reservation, the Fraternal Order of Eagles Cedar Rapids #2272 will refund all sums paid.

Payments should be made to Fraternal Order of Eagles Cedar Rapids #2272. Cash, in state Checks and all major credit cards are accepted. If a credit card is used a processing fee of 4% will be added to the bill total.

Client Initials: \_\_\_\_\_

## RENTAL RATES

*All rental fees listed below are subject to change at any time without notice or due to time of year, number of attendees, hours of event, or the discretion of Fraternal Order of Eagles Cedar Rapids #2272*

## BUILDING RENTAL FEE

<b>Non-Member Rental Fee</b>	<b>Member Rental Fee</b>
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**YOU MUST BE AN INITIATED MEMBER AND IN GOOD STANDING TO RECEIVE MEMBER PRICING**

**Upper Bar Rental Fee**

Monday - Thursday	\$ 300.00	_____
Friday	\$ 400.00	_____
Saturday	\$ 400.00	_____
Sunday	\$ 300.00	_____

**Upper Bar Rental Fee**

Monday - Thursday	\$ 200.00	_____
Friday	\$ 200.00	_____
Saturday	\$ 300.00	_____
Sunday	\$ 175.00	_____

**Lower Bar Rental Fee**

Monday - Thursday	\$ 150.00	_____
Friday	\$ 150.00	_____
Saturday	\$ 150.00	_____
Sunday	\$ 150.00	_____

**Lower Bar Rental Fee**

Monday - Thursday	\$ 100.00	_____
Friday	\$ 100.00	_____
Saturday	\$ 100.00	_____
Sunday	\$ 75.00	_____

**NOTE: MEMBER PRICES AVAILABLE TO MEMBERS (AND THEIR IMMEDIATE FAMILY WITH TRUSTEE APPROVAL) IN GOOD AND CURRENT STANDING.**

Client Initials: \_\_\_\_\_

Trustee 1: \_\_\_\_\_ Trustee 2: \_\_\_\_\_

***If you are a member and the rental is for a celebration of life the building rental fee will be waived in lieu of a \$100 donation to the Fraternal Order of Eagles Cedar Rapids #2272 charity of your choice (circle below).***

- Alzheimer's • Diabetes Research Center • Kidney • Memorial Foundation • Diabetes • Christmas Baskets  
Parkinsons • Spinal Cord • Heart • Cancer • Child Abuse • Golden Eagle

## BAR

❖ Everyone 40 attendees require one (1) bartender. First bartender is included in rental cost, but each additional bartender needed will cost \$15 an hour.

Clients Initial: \_\_\_\_\_

❖ An open bar must be paid at the conclusion of the event. If there is a cash bar, we will run a credit card for all tabs. Tabs not closed at end of event will have an automatic 25% gratuity applied and closed.

Clients Initial: \_\_\_\_\_

❖ ABSOUTLEY NO OUTSIDE ALCHOLIC BEVERAGES ALLOWED. All alcohol must be served by a bartender or Trustee of the Fraternal Order of Eagles Cedar Rapids #2272.

Clients Initial: \_\_\_\_\_

❖ All outside non-alcoholic beverages MUST be approved by the Board of Trustees. Additional fees may apply.

Trustee Approval : \_\_\_\_\_

Clients Initial: \_\_\_\_\_

## ADDITIONAL SERVICES / EQUIPMENT AVAILABLE FOR RENTAL

Commodity	Price	Qty	Total	Notes
Projector	\$ 25.00	_____	\$ _____	
Podium	\$ 25.00	_____	\$ _____	
Use of Kitchen	\$ 100.00	_____	\$ _____	
Crock Pots/Party Servers(each)	\$ 10.00	_____	\$ _____	
Roasters (each)	\$ 15.00	_____	\$ _____	
F.O.E. Catering Services	TBD	_____	_____	
Microphone	\$ 25.00	_____	\$ _____	
Table Clothes - per table (white or black)	\$ 10.00	_____	\$ _____	
Bringing in your own food-attach menu (subject to Trustee approval) *fee waived if for a Celebration of Life	\$ 50.00	_____	\$ _____	
Use of Outside Catering (subject to caterer agreement) *fee waived if for a Celebration of Life	\$ 50.00	_____	\$ _____	
<b>Total \$</b>		_____		

*Tables Available: 17-4'x4', 2-4' Round, 2-60" Round, 3-8" Banquet, 1-6" Banquet, 1-6" Beverage Holder, 2-Cocktail*

**Note: If a caterer is being used you must submit the caterer agreement at the time deposit is made. Trustees must approve food items prior to the event. You/caterer are liable for keeping food at necessary temperatures.**

Client Initial: \_\_\_\_\_

Trustee Approval of outside food item(s):      Trustee Approval #1: \_\_\_\_\_ #2: \_\_\_\_\_

## Summary Expenses Due

Security Deposit:	\$ _____	(Due upon scheduling date/submitting contract)
Building Rental Fee:	\$ _____	(Due 30 days prior to event date)
Additional Services/Equipment :	\$ _____	(Due 30 days prior to event date)
Additional Bartender Fee (\$15 per hr.)	\$ _____	(Due 30 days prior to event date)
Open Bar/Internal Food :	\$ _____	(TBD: Due at conclusion of event)
Tips (at your discretion):	\$ _____	(TBD: Due at conclusion of event)
<b>Total Amount Due:</b>	<b>\$ _____</b>	
Amount Due at time of scheduling:	\$ _____	
Amount Due 30 days prior to event:	\$ _____	Due By Date: _____
Clients Initials:	_____	

**Cleaning, Trash and Equipment Removal:** Fraternal Order of Eagles Cedar Rapids #2272 will be in a clean condition prior to your event. Upon additional planning with Fraternal Order of Eagles Cedar Rapids #2272, you will need to incorporate your set-up time and clean-up time into the rental agreement, you are required to return the space to the same clean condition in which it was found. Including that the furniture must be rearranged to the location it was originally set up prior to event. All rental equipment must be removed that night unless approved otherwise by Fraternal Order of Eagles Cedar Rapids #2272.

Client Initial: \_\_\_\_\_

**Site Decoration:** Fraternal Order of Eagles Cedar Rapids #2272 wants to make every event here special and a welcoming experience. Therefore, every effort will be made to allow renters to prepare decorations reflecting their creative requirements. No nails, screws, staples, or penetrating items should be used on our walls, brick, or fine wood. Any tape (Gaffer Tape only) or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged and/or security deposit non-refunded. The shuffleboard table should not be used for food items.

Client Initial: \_\_\_\_\_

**Liability:** Renter agrees to indemnify, defend, and hold Fraternal Order of Eagles Cedar Rapids #2272, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, use of external catering or outside food services brought in, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Fraternal Order of Eagles Cedar Rapids #2272.

Client Initial: \_\_\_\_\_

**Conduct:** There is absolutely no drug use of any kind tolerated on premises or within 25 feet of the building at any time during the event. Smoking is ONLY allowed in designated sections outside of the building. Disparaging remarks or any type of physical violence will not be tolerated and will cause for immediate expulsion. Client and guests shall always use the premises in a considerate manner. Conduct deemed disorderly at the sole discretion of Fraternal Order of Eagles Cedar Rapids #2272 staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Client Initial: \_\_\_\_\_

*The rental contract must be accompanied by a security deposit and must be approved by trustees. If the contract is not approved, the security deposit will be returned.*

**THE CLIENT CERTIFIES THAT HE/SHE IS LEGALLY ABLE TO ENTER INTO THIS EVENT CENTER RENTAL AGREEMENT AND THAT HE/SHE HAS READ, UNDERSTANDS, AGREES TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT AS WELL AS OTHER REFERENCED DOCUMENTS (AS NEEDED).**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Fraternal Order of Eagles Cedar Rapids #2272 Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fraternal Order of Eagles Cedar Rapids #2272 Trustee Printed Name