

CONTRACT FOR HALL RESERVATION

Non-Profit Organization

Room A \$100 _____ Recreation Room \$125 _____
Room B \$250 _____ Recreation Room with private bar \$300 _____
Rooms A/B \$300 _____



2190 Creve Coeur Mill Rd.
Maryland Heights, MO. 63043
Email: hallinfo@gslad.org

Whole Building including Bar/Rooms A & B (closed to public on Saturday) \$1,200.00

Stove/Refrigerator \$50.00 _____ Refrigerator/Coffee \$25.00 _____ Deep Fryer \$25.00 _____ BBQ Grill

Gas BBQ Grill \$25 _____ BBQ Grill (bring your own charcoal/supplies/equipment) \$25 _____

It is your responsibility to bring paper plates, napkins, plastic wares, cups, condiments, foil, plastic bags. If not, charge \$30.00. _____

Additional Hours (over 4 hours use) – \$30 per additional hour _____ how many hours _____ total

HDMI/LCD Projector \$25.00 _____ HDMI cable to hook up your to your laptop for HDMI/LCD Projector _____ Extra Bar Stand _____

Contact Person _____ Alternative Contact _____

Mailing Address _____ City _____ Zip Code _____

Telephone Number _____ Email _____ Text Number _____

Organization's Name _____ Anticipated Number of People _____ DATE OF EVENT _____

Time of event _____

RULES AND REGULATIONS:

_____ Reservation is made on a first-come, first-serve basis.

_____ The Contact Person is the Responsible Party for the event and is assumed to be attending the event. If, at the last minute, he/she is unable to attend the event, he/she MUST give the Social Director the name of the alternate contact person who will be the responsible party. If the responsible party is not present, GSLAD RESERVES the right, in good faith, to request the group to vacate the room and forfeit the cleaning deposit. There will be no refunds.

_____ Events or meetings in the Recreation Room must be open & free to general public unless you have requested a closed event for an increased fee. Room A and Room B may be closed to the public.

_____ The Contact Person/Responsible Party must ensure that the space is clean and in good condition at the end of the rent. If the room is not adequately clean or is compromised in any way, GSLAD reserves the right to deny all future room requests to that person and/or organization.

_____ All events must end at the time scheduled. Allow to show up 1-2 hours prior for set up and allow to clean up 1-2 hours after the event.

_____ GSLAD, in good faith, reserves the right to revoke any scheduled reservations.

_____ **WE PROVIDE CASH BAR. DO NOT BRING IN YOUR OWN ALCOHOLIC DRINKS, SODA, TEA, & WATER BOTTLES DUE TO OUR INSURANCE LIABILITY. YOU MAY BRING PUNCH. YOU WILL LOSE YOUR DEPOSIT IF YOU DISREGARD THIS.**

_____ Take trash to dumpster (a cart is offered).

Make two checks to GSLAD for deposit (\$200.00) and the rent fee including amenities. Your deposit will be returned after the room (s) and kitchen (if used) is clean and trash taken out.

GSLAD recommend having the checks be given to the Hall Director in person at GSLAD.

Cancellation Fees: 48 hours in advance notice. No notice advance results in keeping your security deposit fee.

FOR YOUR ORGANIZATION EVENT, PLEASE BRING YOUR FLYER FOR THE GSLAD BOARD 's APPROVAL.

Signature of Contact Person _____ Date _____

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Contact person further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that GSLAD shall not be held responsible for any injury use.