

**LAKEVIEW EVENT CENTER RENTAL Agreement**

**19959 N. Raum, Lawson, MO 64062**

**Applicant must be 21 years of age or older**



DATE OF EVENT \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

TIME OF EVENT from \_\_\_\_\_ to \_\_\_\_\_

(PLEASE INCLUDE SET UP AND CLEAN UP TIME)

Are you inside city limits?  YES  NO

IS ALCOHOL BEING SERVED  YES  NO

IS FOOD BEING SERVED  YES  NO

RESPONSIBLE PARTY \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF ORGANIZATION (if any) \_\_\_\_\_ PHONE \_\_\_\_\_

NUMBER OF PEOPLE \_\_\_\_\_ (MAXIMUM OCCUPANCY 70)

SPECIAL ARRANGEMENTS? \_\_\_\_\_

Select Quantity \_\_\_\_\_ 10 Round tables 60-inch diameter

circle one - cream, white or black

\_\_\_\_\_ 4 Rectangular tables 6'

\_\_\_\_\_ 6 High cocktail tables

The undersigned agrees that they have received and read a copy of the Rules and Regulations. They agree that they will be responsible for any damages incurred in the Lakeview Event Center and will accept the position of the "Responsible Party".

The Responsible Party is to be at function for the entire duration of specified event and available by Mobile phone.

The Responsible Party agrees to allow City Employees access to the facility for the duration of event, to the extent deemed necessary by such employees in the circumstance.

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
**Official Use Only** Total Hours \_\_\_\_\_ Total due \$ \_\_\_\_\_ KEY# \_\_\_\_\_

Refundable Deposit \$500 DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_ by \_\_\_\_\_

½ of rental fee \$ \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_ by \_\_\_\_\_

Balance of rental fee \$ \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_ by \_\_\_\_\_

After event

Key ret'd

Special Events Checklist (clean or charge) \_\_\_\_\_

Deposit ret'd \_\_\_\_\_ mailed \_\_\_\_\_ shredded \_\_\_\_\_ other \_\_\_\_\_

Renter's Int. \_\_\_\_\_

FEES – 2 hour minimum

Refundable Security Deposit	\$500
Lawson Resident	\$100 per hour
Outside Lawson	\$125 per hour
Non-profit	½ price

SECURITY DEPOSIT (refundable)

Due at time of reservation. Refundable after event if facility is cleaned and in order as outlined within posted instructions. Refunded upon cancellation.

RESERVATION DEPOSIT (part of Rental Fee) ½ of rental fee

Due at time of reservation.

Balance of Rental Fee due 7 days before event.

CANCELLATION POLICY

Cancellations must be made at least thirty (30) days in advance of the scheduled event in order to obtain a 100% refund of the rental payment. Cancellations made at least ten (10) days and less than thirty (30) in advance of the scheduled event are subject to a refund of 50% of the rental payment. Cancellations made less than ten (10) days before the scheduled event will result in forfeiture of payment. The cleaning and damage deposit will be refunded provided there is no set-up or cleaning required of Lessor. In the event of a weather-related cancellation, the Lessee shall receive either a full refund or another date will be made available for rescheduling of uncontrollably cancelled event.

LESSEE RESPONSIBILITIES

- a) Pick-up door key(s) at City Hall, 103 S. Pennsylvania Ave, Lawson, MO 64062
- b) Be aware of all regulations concerning the proper use and cleanup of the facility and equipment, smoking and alcohol policies, and emergency procedures.
- c) Complete Special Events checklist (attached).
- d) Return key(s) and completed checklist to City Hall and be available for a final facility walk-thru.

## EVENT POLICIES AND PROCEDURES

### SET UP

Lessee's access to the facilities for setting up will be limited to the hours agreed upon in this agreement.

### CAPACITY

- The Lakeview Event Center of Lawson, MO —8 at table, 70 in room seated, 70 to 90 standing reception
- Rear Patio/Backyard—75 seated or standing

### SITE DECORATION

The Lakeview Event Center of Lawson, MO wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. we ask that only the staff of The Lakeview Event Center of Lawson, MO rearrange and move any permanent furnishings. No nails, screws, staples or penetrating items are to be used on our walls or floors. NO glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. any damage will be charged after your event.

### FURNISHINGS

A choice of the following is included in the leasing fee and will be set up at your direction. Additional furnishings can be rented at an additional charge.

- Round tables: 10 @ 5' (60-inch diameter)
- Brown padded banquet chairs: up to 80
- Rectangular tables: 4 @ 6'
- High cocktail tables 6
- Preparation Kitchen complete with: Ice Machine, Stove, Microwave, and Refrigerator.

### PARKING

Lessee, their guests and invitees shall observe all parking rules and signage.

### CLEANING AND DAMAGE

Lessee shall leave the premises in the condition in which it was found at the beginning of the rental period. Lessee shall return all leased equipment, if any, in the condition in which it was found at the beginning of the rental period. The cleaning and damage deposit will be returned within ten (10) working days provided the terms of this agreement have been met. The premises must be cleaned immediately after the event is over and within the rental period.

Renter's Int. \_\_\_\_\_

#### FOOD AND DRINK

Food and drink are the responsibility of the Lessee. ABSOLUTELY NO UNDERAGE DRINKING WILL BE PERMITTED on or around the premises.

#### SMOKING & VAPING

Smoking and Vaping are permitted only outdoors and away from building. ABSOLUTELY NO UNDERAGE SMOKING OR VAPING WILL BE PERMITTED on or around the premises.

#### DRUGS

Absolutely NO DRUGS ARE ALLOWED on or around the premises.

#### SAFETY AND CONDUCT

Safety of Lessee, its guests and invitees is the responsibility of the Lessee. Lessee must schedule a walkthrough of the premises and surrounding area to become familiar with fire and safety issues as well as parking requirements. Lessee shall be responsible for the conduct of its guests and invitees.

There is absolutely NO DRUG use, of any kind tolerated on premises. SMOKING OR VAPING is not allowed inside or within 20 feet of the building including loitering or congregating outside on the front porch at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of The Lakeview Event Center of Lawson, MO staff and shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

#### LIVE MUSIC/DJs/NOISE

The Lakeview Event Center of Lawson, MO encourages music and lots of dancing! However, please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event that renter's event creates a disturbance due to high noise volume, The Lakeview Event Center of Lawson, MO staff or a Lawson Police Department Officer has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at The Lakeview Event Center of Lawson, MO discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter.

Loud music must end by 10 p.m. during weeknights (Monday thru Thursday) and by 11 p.m. on weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

#### LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by The Lakeview Event Center of Lawson, MO. if there is an event prior to yours a timed delivery will be required. The Lakeview Event Center of Lawson, MO is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. all excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/loadout times. This also applies to items left post event for shipment out via courier.

All rental equipment from outside vendors must be removed immediately following your event.

#### LIABILITY

Renter agrees to indemnify, defend, and hold The Lakeview Event Center of Lawson, MO , 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, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at The Lakeview Event Center of Lawson, MO.

In the event The Lakeview Event Center of Lawson, MO, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay The Lakeview Event Center of Lawson, MO its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by The Lakeview Event Center of Lawson, MO including all collection expenses and interest due.

#### CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free, non-smoking and non-vaping facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The Lakeview Event Center of Lawson, MO reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The Lakeview Event Center of Lawson, MO or the safety of its staff, guests, or building contents.

Renter's Int. \_\_\_\_\_

**AUTHORIZATION AND PERFORMANCE**

If Lessee is an entity then the below signor is authorized to sign on the entity's behalf, as well as verifies that the entity is in good standing and still active. Furthermore, the undersigned for the Lessee guarantees the Lessee will perform as to all matters herein.

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**LESSOR:**

**LESSEE:**

The Lakeview Event Center of Lawson, MO

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

If there are any questions, please contact Lawson City Hall at 816-580-3217 or come visit the Lawson City Hall during public hours M-F 8:30am-5pm.

Employee Working Event ( for office use only ): \_\_\_\_\_

Please attach a copy of check to this contract.

Renter's Int. \_\_\_\_\_

## **EMERGENCY PROCEDURES**

### **FIRE:**

1. Call 911 (816-776-2000); give facility location (19959 N Raum Street) and location of fire, and any other information requested.
2. If fire is small, extinguish with nearest fire extinguisher.
3. To operate fire extinguisher, follow P.A.S.S.:
  - Pull trigger pin
  - Aim nozzle at base of fire
  - Squeeze trigger
  - Sweep from side to side
4. If fire is large or out of control, calmly evacuate facility.

### **TORNADO:**

**Tornado Watch** means that conditions are favorable for the formation of a tornado, but none have been sighted in the area - prepare to take shelter.

**Tornado Warning** means that a tornado has been sighted in the area.

**\*\*\*TAKE COVER\*\*\***

The following shelter should be taken:

In Designated Area North and East of Facility.

### **POWER OUTAGE:**

1. Emergency lights will go on.
2. Slowly move occupants toward exits and leave building.
3. Notify maintenance personnel.

### **HEART ATTACK OR SERIOUS INJURY:**

1. Call 911 (or 819-776-2000). Give facility location 19959 N. Raum Street, Lawson, MO 64062 and nature of injury or illness and other requested information.
2. Solicit medical help within building (CPR/first aid trained persons).
3. An AED is located in the kitchen for use as needed in an emergency situation.

### **BOMB THREAT**

Call 911 and ask for further instruction.

## DIRECTIONS FOR HALL USE

### PREPARATIONS:

- PLACE RESPONSIBLE PERSON IN CHARGE.
- TABLES MAY BE MOVED TO SUIT YOUR NEEDS.
- WHEN PLACING TABLES ON RACKS, STACK THEM NEATLY IN THEIR DESIGNATED AREA.
- AVOID USING SCOTCH TAPE ON WALLS. (WHEN REMOVED, DUST COLLECTS ON THE GLUE THAT REMAINS AND CAN CAUSE DAMAGE.)
- SET FURNACE THERMOSTAT TO 70. (NORTH WALL)
- IN SUMMER SET THE AIR CONDITIONER AT 70° (NORTH WALL)
- CEILING FANS ARE ALSO AVAILABLE AND HELP TO CIRCULATE THE AIR.

### AFTER HALL USE:

- REPLACE TABLES AND CHAIRS.
- DUST MOP THE FLOOR. (DUST MOPS IN SMALL ROOM NEXT TO BAR AREA)
- WET MOP AREAS OF FLOOR WHERE NEEDED. (MOP AND WATER IN SMALL CLOSET NEXT TO RESTROOMS)
- WET MOP THE KITCHEN IF KITCHEN WAS USED.
- ALL LIGHTS IN HALL, KITCHEN, AND RESTROOMS ARE TURNED OFF.
- IN WINTER RETURN THERMOSTAT TO 60, IN SUMMER SET TO 75
- ALL THE DOORS ARE LOCKED. (USE THE KEY TO RELEASE THE DOOR LOCK IF THE LOCK DOES NOT RELEASE WHEN THE PANIC BAR IS RELEASED)

### PLEASE NOTE:

YOU ARE RESPONSIBLE FOR PAYMENT FOR ANY DAMAGES TO FIXTURES, TABLES AND CHAIRS. THE PAYMENT WILL BE DETERMINED BY THE EXTENT OF THE DAMAGE.

Renter's Int. \_\_\_\_\_