BIEHLE SOCIAL CLUB

NON MEMBER HALL RENTAL AGREEMENT

Private Events • Receptions • Community Gatherings

RENTER / ORGANIZATION		PRIMARY PHONE	EMAIL
BILLING ADDRESS		**EVENT TYPE**	**ESTIMATED ATTENDANCE**
EVENT DATE	**RENTAL ACCESS BEGINS**	**EVENT BEGINS**	**PREMISES VACATED BY**

1. Agreement and approval

Parties. This Facility Rental Agreement (Agreement) is between Biehle Social Club (BSC) and the person or organization identified above (Renter). The signer must be at least 21 years old and is personally responsible for compliance by all guests, vendors, and invitees.

Non-member rental. This Agreement applies to individuals and groups that do not qualify for the member rate. The signer is the responsible event host and must remain present throughout the event.

Approval and priority. A reservation is not final until the BSC President or an authorized Executive Board member approves the event, receives the signed Agreement and required reservation payment, and confirms the date in writing. BSC-sponsored activities and member rentals have scheduling priority. BSC may reject an event or impose reasonable event-specific conditions. A signed copy will be provided to the Renter.

Fundraising and profit-making events. The hall may not be rented for an individual member's or non-member's money-making activity unless the BSC Executive Board gives advance written approval.

2. Charges and payment

Charge	Amount	Due	Received / initials
Non-member rental	$300 first 4 hours; then $75/hour	See payment schedule	
Reservation payment	$150; credited toward rent	At booking; nonrefundable	
Remaining rental balance	Total rental charge less $150	21 days before event	
Bar deposit, when required	$200; family reunions exempt	10 days before event	
BSC bartender(s)	$20/hour each; 4-hour minimum	10 days before event	
Final bar balance	Actual remaining amount	14 days after event	
Other approved charges	_____	As stated by BSC	

Reservation payment and cancellation. The $150 reservation payment is nonrefundable and is credited toward the applicable rental charge. If Renter cancels fewer than 30 days before the event, all payments made are nonrefundable unless BSC rebooks the date. BSC may approve a one-time reschedule. If BSC cancels for reasons not caused by Renter, BSC will refund amounts paid; that refund is Renter's exclusive remedy.

Damage and unpaid charges. The reservation payment is not a limit on liability. Renter remains responsible for damage, missing property, extraordinary cleaning, overtime, bar charges, and other unpaid amounts. BSC may require an additional refundable damage deposit for a particular event and will state that requirement in writing before final approval.

3. Hours, occupancy, and supervision

Permitted hours. Rental access may begin no earlier than 8:00 a.m. The rental period begins when BSC opens the doors at the time requested by Renter and ends when everyone has left and the doors are locked. Music and amplified sound must end by 12:30 a.m. All guests, vendors, property, and trash must be removed and the building locked by 1:00 a.m., unless BSC approves different times in writing. Overtime is billed in full-hour increments.

Capacity. Attendance may not exceed 300 persons or any lower posted/fire-code limit. Exits, fire equipment, aisles, and accessible routes must remain unobstructed.

Responsible supervision. Renter must remain on site throughout the event and provide adequate adult supervision. Minors must be supervised at all times. BSC personnel may enter any area and may stop unsafe, illegal, disruptive, or unauthorized activity without refund.

4. Alcohol and beverage service

Exclusive service. No outside alcohol, coolers, bottles, or beverages may be brought onto the premises. All liquor, beer, soda, ice, and bar accessories must be purchased through BSC. Alcohol may be possessed, dispensed, and consumed only inside the hall as authorized by BSC and applicable law. BSC-approved bartenders are required whenever alcohol is served, and BSC will determine the required number of bartenders based on attendance and event type.

Age and service control. No alcohol may be served to a person under 21 or to an intoxicated person. BSC and its bartenders may check identification, refuse service, remove alcohol, stop service, or require a guest to leave. Renter will not interfere with those decisions and must arrange safe transportation when needed.

Service selection. Choose one: ☐ Hosted bar - all products ☐ Hosted beer/soda; cash bar otherwise ☐ Hosted until _____; cash bar afterward ☐ Cash bar on all products ☐ No alcohol

Bar selections. Liquor, beer, and beverage choices and the selected bar-service option must be submitted to BSC at least 10 days before the event.

5. Food, setup, and decorations

Food and no kitchen. The new hall has no kitchen. No cooking, food preparation, refrigeration, reheating, dishwashing, or kitchen-equipment use is available. Food must arrive fully prepared. When a meal is served, it must be catered by Leonard's unless the BSC Executive Board approves a written exception.

Included hall preparation. The rental price includes ordinary post-event hall cleanup and setup of the head table, guest-book table, cake table, and gift table when requested in advance. Table skirting and a locked money-card box are not provided. Extraordinary cleanup remains Renter's responsibility.

Setup and property. Tables and chairs must remain in the building and be returned to the approved layout. BSC property may not be moved outdoors or used for another purpose. Renter is responsible for vendors, deliveries, setup, teardown, and removal of personal property within the rental period.

Decorations. No nails, screws, staples, tacks, glue, duct tape, confetti, glitter, rice, open flames, smoke/fog machines, or items that stain or damage surfaces. Only removable products approved by BSC may be used. Nothing may be attached to ceilings, light fixtures, sprinklers, exit signs, or life-safety equipment.

6. Conduct and prohibited activities

Lawful use and sports. The premises may be used only for the approved event. Sport-type activities are prohibited unless they are BSC-sponsored or specifically approved in writing by the Executive Board, including BSC-authorized shooting events conducted under separate safety rules. Illegal drugs, unauthorized gambling, fighting, threats, indecent conduct, and unauthorized weapons are prohibited.

Smoking and animals. Smoking and vaping are prohibited inside. Animals are prohibited except trained service animals or with prior written approval.

Dance floor. Drinks are not allowed on the dance floor. Any wax, powder, or other substance used to enhance the dance floor may be supplied and applied only by BSC.

Noise and neighbors. Renter must control music, announcements, vehicles, and guests so they do not create a nuisance. Doors should remain closed during amplified sound. BSC may reduce volume or end amplified sound to comply with law or protect the facility and surrounding community.

No commercial transfer. Renter may not assign, sublicense, resell, or transfer the reservation, and may not charge admission or conduct sales, raffles, gaming, or fundraising without prior written approval and any required licenses.

7. Cleaning, damage, and security

Renter cleanup. Before leaving, Renter must remove decorations and personal property; place trash in designated containers; wipe tables and counters; clean spills; leave restrooms orderly; return tables and chairs; and close doors as directed. BSC's ordinary post-event cleaning does not include excessive trash, stains, bodily fluids, grease, outdoor cleanup, or damage.

Damage and loss. Renter is responsible for loss of or damage to the building, grounds, furniture, equipment, keys, and property caused by Renter or any guest, vendor, or invitee, excluding ordinary wear. Renter must promptly report damage and reimburse BSC for repair, replacement, cleanup, collection costs, and other resulting expense.

Keys and security. Keys, access codes, and alarm information may not be copied or shared. Renter must follow opening/closing instructions. Lost keys or unauthorized disclosure may require rekeying or access-system replacement at Renter's cost.

8. Insurance, risk, and responsibility

Insurance. Upon request, Renter must provide a certificate of general liability insurance acceptable to BSC, including host-liquor coverage when applicable, naming Biehle Social Club and its officers, directors, members, employees, volunteers, and property owner (if different) as additional insureds. Vendors must maintain appropriate insurance and licenses.

Assumption of risk. Renter accepts the premises in their condition at the start of the rental and assumes risks arising from Renter's event, activities, vendors, guests, and property, except to the extent caused by BSC's gross negligence or willful misconduct.

Indemnity. To the fullest extent permitted by law, Renter will defend, indemnify, and hold harmless Biehle Social Club and its officers, directors, members, employees, volunteers, agents, and property owner from claims, injuries, losses, liabilities, damages, fines, penalties, and reasonable costs (including attorney fees) arising from the rental or acts or omissions of Renter, guests, vendors, or invitees, except to the extent caused by the indemnitee's gross negligence or willful misconduct.

Personal property. BSC is not responsible for loss, theft, or damage to property brought onto the premises. Property left after the event may be disposed of after reasonable notice, and Renter is responsible for resulting costs.

9. Default, emergencies, and general terms

Default and removal. A material violation permits BSC to deny entry, stop alcohol or music, remove persons, terminate the event, retain amounts reasonably necessary to cover loss, and pursue other remedies. No refund is due when termination results from Renter's violation.

Emergency authority. In an emergency, call 911 first. Renter must follow directions of law enforcement, fire/EMS, and BSC representatives. BSC may evacuate or close the premises when reasonably necessary for safety.

Force majeure. Neither party is liable for failure caused by events beyond reasonable control, including severe weather, utility failure, government order, or unsafe building conditions. BSC may reschedule or refund amounts paid, less nonrecoverable event-specific expenses authorized by Renter.

Entire agreement. This Agreement, approved addenda, and written event confirmation are the entire agreement. Changes must be written and approved by BSC. Failure to enforce a term once is not a waiver. If a term is unenforceable, the remaining terms continue. Missouri law governs. Venue lies in the Missouri county where the premises are located.

10. Event details and approvals

Requested room layout / setup	

Caterer / food plan	
Entertainment / sound system	
Special requests / written exceptions	

Pre Event Deadline Checklist

☐ Signed agreement and $150 reservation payment	At booking
☐ Remaining rental balance	21 days before event
☐ Bar deposit, beverage choices, bar option, and bartender arrangements	10 days before event
☐ Final bar balance	14 days after event

Acknowledgment and signatures

Renter confirms that the information provided is accurate, has inspected or had an opportunity to inspect the premises, has read all pages of this Agreement, and agrees to comply with it. The signer represents that they have authority to bind the Renter identified above.

RENTER	BSC PRESIDENT OR EXECUTIVE BOARD MEMBER
Signature: _____	Signature: _____
Printed name: _____	Printed name / title: _____
Date: _____	Date approved: _____

Event closeout checklist (BSC use)

☐ Premises inspected before event	☐ Premises inspected after event
☐ Keys / access issued	☐ Keys / access returned
☐ Damage / extra cleaning: None / See notes	☐ Additional charges assessed: $_____
BSC initials: _____ Date/time: _____	Renter notified: _____ Date: _____

Approved BSC form revision date: _____