

Englewood AERIE #3241

3790 S Jason Street

Englewood, CO 801110

303-762-8107

**I, _____, (LESSEE) AGREE TO RENT EVENT
HALL LARGE _____ SMALL _____, BOTH _____,**

**FROM THE ENGLEWOOD EAGLES, FOR THE PRICE OF \$ _____. DEPOSIT
IS DUE AT CONTRACT SIGNING, BALANCE DUE IS REQUIRED PRIOR TO THE
EVENT UNLESS OTHER TERMS HAVE BEEN ESTABLISHED. _____.**

**A DEPOSIT IN THE AMOUNT OF \$ __400_____ IS DUE UPON ACCEPTANCE
OF THIS AGREEMENT. \$100 OF THIS IS NON REFUNDABLE TO COVER
OVERHEAD. _____**

**LESSEE AGREES TO BE HELD RESPONSIBLE FOR ANY DAMAGE INCURRED
DURING HALL RENTAL, BY ANY ATTENDEE/GUEST. _____**

**LESSEE UNDERSTANDS THAT THE AERIE IS GOVERNED BY A LIQUOR
LICENSE ISSUED BY THE CITY OF ENGLEWOOD, AND ALL APPLICABLE
RULES AND REGULATIONS THEREUNDER APPLY AND WILL BE FOLLOWED.
EVERY ONE MUST BE ABLE TO PRODUCE A DRIVERS LICENSE, I.D.,
PASSPORT OR OTHER LEGALLY ACCEPTED FORM OF IDENTIFICATION
BEFORE BEING SERVED ANY ALCOHOLIC BEVERAGES. _____**

**NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ON THE PREMISES . IF
ANYSPECIAL ORDER LIQUOR IS REQUESTED, PLEASE ALLOW 2 WEEKS
ADVANCED NOTICE. THERE WILL BE NO REFUND FOR OVER PURCHASE OF
BEVERAGES. ALL DRINKS, ALCOHOLIC OR NOT, MUST BE KEPT INSIDE THE
HALL AND CONSUMED AT THE HALL. _____**

**NOTE: THIS INCLUDES ADVISING WHAT SPECIFIC ALCOHOL YOU ARE
REQUESTINGFOR YOUR EVENT: BEER, CHAMPAGNE, WINE, LIQUOR ETC.,
SO THAT WE MAY HAVE THIS IN STOCK.**

SPECIAL ORDER

REQUIREMENTS: _____

LESSEE AGREES TO BE CHARGED \$50 PER HOUR (4 HOUR MINIMUM)FOR A BARTENDER TO HANDLE THEIR PARTY EXCLUSIVELY. THIS INCLUDES ONE HOUR OF SET UPTIME._____

LESSEE IS REQUIRED TO USE THE SERVICES OF A SECURITY GUARD TO ENSURE THAT NO ALCOHOLIC BEVERAGES ARE BROUGHT IN, OR TAKEN OUT, OF THE FACILITY AND WILL BE PROVIDED BY THE AERIE. SECURITY IS ALSO \$50 PER HOUR, 4 hour minimum._____

WE EXPECT THE LESSEE AND GUESTS TO EXERCISE GOOD CONDUCT, PARENTS MUST MAINTAIN CONTROL OF CHILDREN, ABSOLUTELY NO DRUGS OR WEAPONS ARE ALLOWED ON THE PREMISES. WE WANT TO ENSURE THAT EVERYONE HAS A SAFE TIME._____

CANCELLATION POLICY: CANCELLATION MUST BE RECEIVED BY THE ENGLEWOOD EAGLES AT LEAST 30 DAYS PRIOR TO THE EVENT. THE DEPOSIT WILL BE FULLY REFUNDED WITHIN 10 DAYS OF NOTIFICATION. HOWEVER, IF A CANCELLATION IS RECEIVED LESS THAN 30 DAYS PRIOR TO THE EVENT, NO REFUND WILL BE ALLOWED.

IF THERE ANY CHANGES IN THE ORIGINAL CONTRACT, LESSEE AGREES TO NOTIFY THE AERIE 14 DAYS IN ADVANCE OF THE FUNCTION TO MAKE APPLICABLE CHANGES._____

THE TABLE AND DECORATION SET UP IS THE RESPONSIBILITY OF THE LESSEE. CLEAN UP IS ALSO THE RESPONSIBILITY OF THE LESSEE. HALL MUST BE CLEANED, SWEPT AND MOPPED. TABLES AND CHAIRS MUST BE RETURNED TO ORIGINAL PLACES. IF LESSEE CHOOSES TO LEAVE THE CLEANUP TO THE STAFF, THE DEPOSIT IS FORFEIT._____

A TRUSTEE WILL BE IN ATTENDANCE DURING THE SET UP TO ADVISE. THE CLEAN UP IS ALSO THE RESONSIBILITY OF THE LESSEE AND MUST BE COMPLETED THAT EVENING._____

THE LESSEE ASSUMES ALL RESPONSIBILITY OF THEIR GUESTS CONDUCT AND OR CONSUMPTION OF ALCOHOLIC BEVERAGES WHEN LEAVING THE PREMISES OR DRIVING. ENGLEWOOD AERIE #3241 ASSUMES NO LIABILITY._____

ANYONE CAUGHT BRINING ALCOHOL OR ANY OTHER CONTROLLED SUBSTANCES WILL BE ASKED TO LEAVE AND NOT RETURN. IF THE

PROBLEM PERSISTS WE RESERVE THE RIGHT TO SHUT DOWN THE PARTY.

THE LESSEE AGREES TO HAVE THEIR GUESTS VACATE THE CLUB NO LATER THAN _____ AM/PM. _____

THE ENGLEWOOD AERIE ARE NOT RESPONSIBLE FOR ANY LOST OR STOLEN ARTICLES. WHATEVER THAT ITEM MIGHT BE. _____

PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN AT ALL TIMES!!!! NO RUNNING, SCREAMING, CLIMBING ETC!!!! CHILDREN MUST BE UNDER CONTROL AT ALL TIMES AND BE SUPERVISED BY AN ADULT AT ALL TIMES. IF THE PROBLEM PERSISTS WE RESERVE THE RIGHT TO SHUT DOWN THE PARTY. _____

NO KIDS UNDER THE AGE OF 13 ALLOWED ON ANY OF THE GAMES.

GAMBLING GAMES ARE FOR MEMBERS ONLY. _____

ADDITIONAL REQUIREMENTS SUCH AS LINENS, UTENSILS, FOOD WARMERS ETC. ARE AVAILABLE AT AN ADDITIONAL COST. _____

A 15% GRATUITY WILL BE TAKEN OUT OF THE DEPOSIT, BASED UPON THE FINAL BILL, FOR SERVING STAFF AND CLEANING CREW IN THE EVENT A SUITABLE TIP IS NOT PROVIDED. _____

_____/_____

TRUSTEE/BAR MANAGER DATE

_____/_____

LESSEE DATE

PRICE SHEET

HALL RENTAL: _____ \$800

4 HOUR MINIMUM @ \$200 PER HOUR

BARTENDER/BACK BAR _____ \$200

4 HOUR MINIMUM @ \$50 PER HOUR

WAIT STAFF _____ \$200

4 HOUR MINIMUM @ \$50 PER HOUR

SECURITY _____ \$200

4 HOUR MINIMUM @ \$50 PER HOUR

DEPOSIT _____ \$400

\$100 NON REFUNDABLE

LINENS _____ \$150

BUFFET WARMERS _____ \$50

DECORATING FEE _____ \$200

KITCHEN USE _____ \$400

\$150 NON REFUNDABLE DEPOSIT, KITCHEN MUST BE CLEANED AFTER USE!

MISCELLANEOUS EXTRAS _____ TBD

TOTAL: \$ _____

DEPOSIT IS DUE UPON CONTRACT ACCEPTANCE, WITH BALANCE DUE 14 DAYS PRIOR TO THE EVENT.

