

Banquet Policy:

RENTAL FEES:

Hall Rental Fee (4:00 p.m. – 11:00 p.m.):

- 1-100 guests \$500
- 101-200 guests \$600

Hall Rental Fee (11:00 a.m. – 4:00 p.m.):

- 1-100 guests \$250
- 101-200 guests \$350

Cleaning Fee \$150

Morning rentals are available in some instances. Please inquire with a booking representative with any questions.

BEVERAGE SERVICE OPTIONS:

4-Hour Open Bar Packages (\$150 bartender fee):

- \$17/person Beer, Wine, and Soda Bar
- \$20/person Call Bar
- \$25/person Premium Bar

5-Hour Open Bar Packages (\$175 bartender fee):

- \$20/person Beer, Wine, and Soda Bar
- \$25/person Call Bar
- \$30/person Premium Bar

4-Hour Host Bar

- \$150 bartender fee
- Host pays entire tab
- \$25/each additional hour

4-Hour Cash Bar

- \$150 bartender fee
- Guests pay their own tab
- \$25/each additional hour

In lieu of a tip jar, all open bar packages incur a 20% service charge which will be paid to the bartender as gratuity.

DEPOSIT:

- All events must be approved on the house floor during a regular lodge meeting.
- Only an Elk in good standing will be permitted to rent the hall.
- A \$200 deposit is required to confirm and hold the date of the event. The date will only be held upon receipt of said deposit.
- The remainder of the hall rental fee is due in full 30 days prior to event date.

CANCELLATION POLICY:

- The \$200 deposit is refundable until 30 days prior to the event.
- Failure to pay the hall rental fee in full 30 days prior to the date of the event may result in loss of deposit and cancellation of event.
- Final payment for bartender and cleaning fees will be due at the conclusion of the event.

CATERING AND OTHER OUTSIDE VENDORS:

- The lodge does not have a kitchen and does not provide catering services. Renter may hire the caterer of their choice provided they comply with lodge insurance requirements.
- No outside alcoholic beverages may be consumed on Lodge premises unless proper corkage fees and protocol are followed. Please contact your booking representative for more information if necessary.
- The lodge will not provide any plates, cutlery, napkins, or paper towels to caterers. Caterers need to provide these items along with the food.
- All outside vendors are required to provide a Certificate of Liability Insurance which lists St. Louis Elks Lodge #9 as an additional insured.
- Final guest count must be determined 10 days prior to event

DECORATIONS:

- Decorations are permitted so long as no damage is done to the lodge property. No nails, hooks, or tape is to be used on the walls, windows, or ceiling.
- No glitter, confetti, rice, birdseed, etc. is permitted to be used on premises.
- Renter must remove all decorations at the conclusion of the event unless prior arrangements have been made.

GUESTS:

- In accordance with Grand Lodge guidelines, the renter is responsible for their guests' conduct on Lodge premises.
- The renter/sponsoring Elk must be present for the duration of the event and remain until all guests have left the property.
- Any conduct unbecoming an Elk will not be tolerated and will be considered a violation of House and/or Grand Lodge rules.

CELEBRATIONS OF LIFE:

Monday through Friday, between the hours of 11:00a and 4:00p, The Lodge will waive the hall rental fee for any member in good standing in observance of the passing of a Lodge #9 Elk or a member of their immediate family, to be defined as their:

- Spouse
- Parent
- Spouse's parent
- Child
- Sibling

All other banquet fees apply. Regular pricing applies during all other days and times.

RESPONSIBILITY FOR LOSS OR DAMAGE:

- St. Louis Elks Lodge #9 holds the renter/sponsoring Elk completely responsible for any damages to persons and property.
- The Lodge is not responsible for any items that are lost or damaged while on the premises.
- The renter agrees not to carry on or engage in any illegal activities.
- The Lodge reserves the right to change fees and prices at any time without prior notice unless guaranteed in writing.