



Elks Lodge #9

12481 Ladue Rd, St. Louis, MO 63141 | (314) 434-5650
 rentals@elks9.org | www.elkslodge9.org

Banquet Event Order

Member Number:	Event Type:	Today's Date:
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Contact:	Event Name :
Address:	Phone:
	Email:
Event Planner/Coordinator:	Planner Phone:
Office Mgr: Nancy Meder	Planner Email:
Lodge Secretary: Missy Dillon	Event must be paid in full by the conclusion of event.

Event Date	Start Time	Setup Time	End Time	Guest Count Estimate

Beverage Service	
4-Hour Host Bar	
\$150 Bartender Fee (+\$25/adtnl hr)	
4-Hour Cash Bar	
\$150 Bartender Fee (+\$25/adtnl hr)	

Room Requirement	
Hall Rental Fee (4:00 p.m.-11:00 p.m.)	
\$600 Rental 100-200 Guest	
Hall Rental Fee (11:00 a.m.-4:00 p.m.)	
\$350 Rental 100-200 Guest	
Cleaning Fee	
\$150 Cleaning Fee	

Special Requests / Add-On's	

Banquet Policy:

RENTAL FEES:

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

- 1-200 guests \$600

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

- 1-200 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 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

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.

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.

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.

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.