

The Mocktail Lounge

Rental Agreement

Effective 1.1.2022

335 North Main Street, St. Charles MO 63301 314-495-5957

Rental Rates:

Sunday – Friday \$300/hr with a minimum of 3 hours

Saturday - \$400/hr with a minimum of 3 hours

All rentals come with Tables, chairs, white linens and black overlays with gold centerpieces. All lounge décor and use of bathrooms and back room for small storage items. The stage, piano, sound system and microphone are included with rental. Photo booth, games, and billiards table. Additional time needed for setup or take down will be charged at room rental rate. A 20% gratuity will be added to the final total of rental and package price.

No glitter to confetti allowed on site

- All external drinks are prohibited. All beverages to be purchased from The Mocktail Lounge.
- Outside food or catering is allowed, trash cans will be provided.
- All Decorations are to be hung safely and not cause any damage to walls or wallpaper. Piano is not to be moved for any reason.

A package or packages can be chosen to accompany the rental.

Package 1	Price
Iced Tea and Water station	1-40 people = \$200
Cutlery, Plates, Napkins	40-90 people = \$320
Balloon Arch/Circle	
Staff included	

Package 2	Price
Include all of package 1	1-40 people = \$320
Option of five (5) signature Mocktails	40-90 people = \$550
Staff included	
30 minute before for setup and 30 minutes after for breakdown	

Package 3	Price
Package 1 and 2 plus	1-40 people = \$950
Full Mocktail bar unlimited	40-90 people = \$1500
Lemonade or Rosebud Punch	
1 hour before for setup and one hour after for breakdown	
Two one-hour party planning meetings	

Ala Carte Options **Price**

Cash Bar **\$50 per hour**

Staffed full Mocktail bar, each drink to be purchased by guests.

Coffee Bar **\$100**

Includes regular and decaffeinated, all flavorings, sugar and creamer options and glassware. Self-serve.

Special Toast **1-40 people = \$150**

40-90 people = \$310

Includes Apple/Grape Cider of your choice plus champagne flutes. Staff Served at the time of the toast.

Event Coordination **\$1000**

Coordinator will work with the party on theme and colors. Includes all setup and tear down, design, cake cutting/serving, buffet setup/serving.

Four planning meetings in person and sufficient staff for number of event attendees

*Client to provide food or catering options

*Client to provide decorations and/or a budget for decorations

Wedding Package **Price to be discussed**

Officiate is available if needed for weddings

Food/Cake

Charcutier platters are available for purchase at \$25 each, feeds 4-6 people. Outside catering is allowed and must be discussed with owner or manager prior to the event. No outside drinks are allowed and no alcohol allowed in lounge.

Payment Requirements:

Non-refundable Deposit is due at time of booking/contract signing, \$200

Half of total is due one week prior to event.

Remainder due at time of event.

*A 20% gratuity will be added to the final total of rental and package price. *

Venmo: www.venmo.com/u/Brandi-Schmidt-2

The Mocktail Lounge Event Space Rental Agreement

This contract for the rental of a venue is made this day, _____, by and between The Mocktail Lounge, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Whereas the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 335 North Main Street St Charles MO 63301 and known as The Mocktail Lounge.

Details of rental:

Room Selected: _____ Date: _____ Time: _____

Rate and number of hours _____ hours at \$ _____ rate/hr = Room Rental Total \$ _____

Package(s) Options Chosen _____ at _____

The full rental fee for the use of the venue described in above shall be

\$ _____.

The Renter shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Renter's event. Owner shall provide to Renter access to The Mocktail Lounge at agreed upon times. Additional time needed will be charged at room rental rate.

Now, therefore, the parties agree to the following terms and conditions:

The Renter shall pay to the Owner \$100.00, a non-refundable deposit (due at time of booking/contract signing). Half of total is due one week prior to event. Remainder due at time of event.

****Cancellations:** Any event cancelled less than 5 days prior to the date of event will not receive a refund for any fees. Events Cancelled 30 or more days prior to the date of the event receive full refund all less the \$200 non-refundable deposit will be returned to Renter. Cancellations of event between 30days and 7days prior to the event will receive a 50% refund less the \$200 no-refundable refund.

_____ **Renter initial here that you understand and agree to the above**

Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. Dumpster is provided behind the building.

In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 50% per month until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

***Alcohol/Drugs** of any kind are not allowed on premises. If it is found that anyone in the party has alcohol inside the building the party/event will be immediately cancelled, and no refund will be available.

_____ **Renter initial here that you understand and agree to the above**

Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, date	Owner's Signature, date
Printed Name	Printed Name Brandi Schmidt, 314-495-5957
Address	Address 335 North Main Street
City, State, Zip Code	City, State, Zip Code St. Charles MO 63301

Event Notes:

Wedding packages:

Wedding Ceremonies \$1000 (25% discount if reception rental is included) _____

Ceremonies include two hours for your wedding and a one-hour rehearsal. Ceremony time cannot be used for reception time.

*A ceremony on a Saturday must be paired with a reception.

Wedding only – Rental and Time:

Three (3) hours of setup time, ceremony time, One (1) hour of cleanup/load up time.

Receptions:

_March – December (Peak Season) – for off-peak pricing please contact the Mocktail Lounge

Mondays-Thursdays: \$1000

Fridays and Sundays \$2000

Saturdays: \$3000

Include:

Rental & Time

- Seven (7) hours of setup time! Venue access for event set up between 10:00am and 5:00pm the day of the event
- Five (5) hours of event time, one (1) hour of clean up/load-out time.

Tables and Chairs

- Assortment of tables, square and circle
- Linens ARE included – white with black overlays. Other colors can be ordered through KMD Linens for a fee.
- Up to 80 black padded chairs.
- Lounge staff will set up and remove tables and chairs as needed.

Audio & Visual

- Baby Grand Piano (black)
- Projection Screen – 100"
- Projector
- Microphone
- Stage (Need measurements here)
- Bluetooth Surround Sound system

Parking

- Free Street parking and free lot parking within 2 blocks from Lounge entrance.

Décor!

- Our incredible décor is included in the rental. All centerpieces are included (feathers and flowers). All tea lights, artwork, and accessories are included/
- Additional decorations can be rented for a minimal fee.

Wedding Planning and Design

- Event coordinator is available for an additional fee, see staff for details.

Wedding Notes: _____
