



Build-A-Birthday Party Reservation Request

Applicant Name _____

Address _____ City _____

State _____ Zip _____ Child's Name & Age Being Celebrated _____

Day Phone _____ Evening Phone _____

Credit Card Security Deposit Number: _____ Exp _____ V / M / D

Date Requested: _____ Time Requested: _____

Rental Minimum of 2 hours – Rental Time period must include all preparation, restoration and clean-up.

	Resident/ Member Rate	Non-Resident/Non-Member Rate
Activity Room	\$25 per hour	\$35per hour
Meeting Rooms	\$35 each room per hour	\$50 each room per hour

Resident – Any person residing within the city limits of Des Peres, Missouri

Non-Resident – Any person residing outside the city limits of Des Peres, Missouri

Member – Any person that has a current membership to The Lodge, Des Peres, Missouri

Vendor(s): _____

Available Upon Request:

Pizza: \$10 per pizza - Total Pizzas: _____ Total Pizza Cost: \$ _____ Delivery Time _____

Cheese _____ Pepperoni _____ Sausage _____ Beef _____ Other _____

Beverage: \$1 per can/bottle -Total Beverages _____ Total Beverage Cost: \$ _____

Pepsi _____ Diet Pepsi _____ Sierra Mist _____ Aquafina _____

Build-A-Birthday Guidelines:

- Your requested date/time is not guaranteed until Lodge staff calls you to confirm. Please do not send out invitations until you receive confirmation of your date and time from Lodge staff.
- Renter must adhere to the party rental time; early arrival is not permitted and prompt exit is required.
- There must be a minimum of one (1) adult supervisor per 10 children under the age of 17.
- All outside entertainment and vendors must be pre-approved. The Lodge holds the right to deny access to any vendor deemed unacceptable.
- The renter is responsible for communicating the facility rules to the party guests.
- Rules for all areas of the facility must be followed at all times during the rental.
- One month's notice is recommended for Build-A-Birthday reservations.
- Full payment is due when the rental is confirmed with The Lodge Staff.

OFFICE USE ONLY

Payment: Cash _____ Check # _____ Visa _____ MC _____ Discover _____

Build-A-Birthday Party Rental Agreement Conditions

By signing below I agree to the following terms and conditions and verify that I am solely responsible for this rental, including all applicable charges and communication with The Lodge Facility Specialist:

- The use of the facilities shall not include business, commercial, or fundraising activities without prior approval of the Director of Parks and Recreation.
- Renter will be responsible to immediately pay the City of Des Peres for any and all damages to the facility and/or extraordinary cleaning resulting from usage. Damage and/or cleaning fees will be charged to the credit card supplied by the renter for the security deposit.
- The reservation time period must include all preparation, clean up and restoration. Any extension of the reservation time period will result in applicable charges.
- Renter agrees to remove all belongings and place all trash in the proper receptacles by the end of the rental.
- There will be no food, beverages or alcohol served or brought into the facility without use of one of our ten Preferred Caterers who holds current contracts with The Lodge and permits from the state of Missouri. A birthday cake is the only food item the renter may bring into the facility. Any violation of this condition will result in the cancellation of the rental.
- Decorations may not be attached to walls, ceilings, windows, cabinetry, light fixtures, or the sprinkler system. No nails, tape, tacks, hooks or screws may be placed in any part of the building. **Confetti is not allowed.**
- Only birthday cake candles and candles enclosed in glass orbs are allowed.
- The Lodge provides the event space, tables, and chairs. The Lodge does not supply table covers, plates, napkins, utensils, cups, linens, decorations, candles, cake cutters, or matches.
- A minimum of one adult supervisor per 10 children under the age of 17 is required. The ratio of one adult per 10 children applies in all areas of the facility. Additional rules apply to those who choose to pay an additional amount to use the pool. Facility staff is not available for group supervision.
- All outside entertainment and vendors must be pre-approved. The Lodge holds the right to deny access to any vendor or entertainment deemed unacceptable. The renter is required to supply a list of vendors to The Lodge a minimum of one week prior to the event.
- Use will be restricted to the terms of the application including area reserved, time of the rental and intended activity.
- Renter agrees to take all reasonable steps necessary to assure all local, state and federal laws and Lodge regulations are complied with, including but not limited to, prohibiting any person under the age of 21 from consuming alcoholic beverages on The Lodge premises. Violations of any such guidelines or misrepresentation of use may be cause for immediate cancellation of the rental.
- The Lodge reserves the right to refuse admittance to any person or persons, or to eject any person or persons who may cause or may reasonably be expected to cause harm or damage to any person or thing.
- Rentals may not run later than 12 a.m. except for lock-ins.
- Facilities are available to people of all abilities. Renter may not exclude anyone from participation or subject anyone to discrimination based on race, religion, color, national origin or disability.
- Rental of one room does not automatically authorize use of other parts of the facility.
- Applicant renting the facility must be 21 years or older, and must be present during the entire rental period.
- Rentals must not infringe on or restrict the use of the facility by other groups or programs.
- Any accidents occurring on the property must be immediately reported to the Supervisor on Duty.
- The use of any tobacco product or illegal substance in the facility is strictly prohibited.
- The City of Des Peres will not be responsible for any personal property.
- All rentals must follow the general facility rules, including but not limited to those enforced in the aquatic and fitness centers.
- Renter agrees to hold harmless the City of Des Peres, its officials, and employees from any claim or course of action brought by the renter, his agents, employees or guests arising from the use of the facility.

CANCELLATION POLICY

- A rental may be rescheduled without penalty when more than a 30-day notice is given.
- A rental which is rescheduled with less than a 30-day notice will be assessed a \$50 rescheduling fee.
- A rental which is cancelled and not rescheduled will forfeit 75% of the rental fee.
- A rental which is cancelled with less than a 7-day notice will forfeit 100% of the rental fee.
- The Lodge reserves the right to cancel any rental that has not provided all of the required documentation and payment.

Signature of Renter

Date