



Oak Street Inn & Lounge *Venue Rental Agreement & Policies*

This Venue Rental Agreement (“Agreement”) is entered into between Oak Street Lounge, LLC, doing business as Oak Street Inn & Lounge (“OSIL”), and the individual or entity booking a private event (“Client”). This Agreement governs the rental of event space at OSIL and is separate from, but incorporated into, any applicable Catering Agreement and Bar Package Agreement.

Client acknowledges this Agreement may be reviewed electronically via OSIL’s Catering & Events module through Toast (our POS system). By electronically signing, checking acknowledgment, and/or submitting payment, Client confirms they have read, understand, and agree to be legally bound by the terms of this Agreement.

Venue Spaces, Accommodations & Rental Rates

Thank you for choosing OSIL for your private event.

All rental periods include setup and breakdown time, meaning any vendors, decor, photobooths, performers, bands may not arrive before rental time begins or leave after rental time ends. Rental packages may not be combined or modified unless approved in writing.

All pricing is exclusive of applicable sales tax.

OSIL is normally open to the public from 4:00 PM-12:00 AM, Wednesday-Saturday. If you’re interested in hosting a private event during operational hours, there are premium rates associated with hosting a private event. You’ll see the table for pricing available for premium times or holidays at the end of the following venue options.



Oak Street Inn & Lounge

Venue Rental Areas



Lounge

(Restaurant Located on First Level)

The Lounge is the most upscale of the rental options
Exclusive access to Lounge, one bar, two handicap-accessible restrooms

Capacity: 72 seated / 85 cocktail style

(six booths, ten tables, eleven barstools)

Availability: Sunday-Tuesday 9:00 AM-10:00 PM; Wednesday-Saturday 9:00 AM-2:00 PM

Rates:

4 Hours: \$500.00

4.5 Hours: \$565.00

5 Hours: \$625.00



Speakeasy

("Root of the Oak", Underground Bar Located on Lower Level)

Exclusive access to Speakeasy, one bar, two handicap-accessible restrooms

Capacity: 55 seated / 70 cocktail style

(four booths, five sets of loveseats, eleven barstools, four TVs)

Availability: Sunday-Tuesday 10:00 AM-12:00 AM; Wednesday-Saturday 10:00 AM-4:00 PM

Rates:

4 Hours: \$500.00

4.5 Hours: \$565.00

5 Hours: \$625.00



Oak Street Inn & Lounge *Venue Rental Areas (Continued)*



Rooftop Patio

("Crown of the Oak", Outdoor Patio Located on Third Level)

The Rooftop Patio is an outdoor space exposed to weather conditions. OSIL may, but is not obligated to, offer relocation options based on availability. Please inquire if you are in need of gas heaters. There are nine ft. diameter blue umbrellas available for use on the Rooftop Patio. Keep in mind, any decor should be low, secured, heavy and/or wide due to wind.

Exclusive access to Rooftop Patio, elevator for access and one restroom

Capacity: 35 seated / 45 cocktail style

(five high-top tables, five low-top tables, one couch, two lounge chairs)

Rates:

4 Hours: \$500.00 4.5 Hours: \$565.00 5 Hours: \$625.00



Penthouse Suite

(Inn Room Located on Third Level)

The Penthouse Suite is a 1500 sq. foot luxurious room. This is the most intimate of the areas available for private rental, perfect for a smaller gathering and extra privacy. When booking a private event in the Penthouse Suite, all Inn policies and procedures must be adhered to, in addition to the Venue Rental

Agreement. Exclusive access to Room 301

Capacity: 12 seated / 25 cocktail style

(one living room, one kitchen, three bathrooms, two bedrooms, small private balcony) Rates: Inquire with management or visit

www.oakstreetinnandlounge.com/rooms



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Venue Rental Agreement

Holiday Rentals

Hosting an event on a locally or federally recognized holiday is possible for a \$500.00 fee.

Recognized federal and local holidays include but may not be limited to: New Year's Eve, New Year's Day, Valentine's Day, Easter, "Irish Fest", Memorial Day, Fourth of July, Labor Day, "Witches in Cottleville", Halloween, Thanksgiving, Christmas Eve and Christmas Day.

The following chart dictates the premium rates associated with closing to the public during regular operational hours.

Premium Rental Times

	Wednesday	Thursday	Friday	Saturday
Speakesasy	5pm-12am \$4000 Min. \$1000 Rental Fee	5pm-12am \$4000 Min. \$1000 Rental Fee	5pm-12am \$5000 Min. \$1800 Rental Fee	5pm-12am \$5000 Min. \$1800 Rental Fee
Lounge	3pm-10pm \$4000 Min. \$1000 Rental Fee	3pm-10pm \$4000 Min. \$1000 Rental Fee	3 pm-10pm \$8000 Min. \$1800 Rental Fee	After 3pm-10pm \$8000 Min. \$1800 Rental Fee
Rooftop Patio	3pm-10p No Minimum \$500 Rental Fee	3pm-10pm No Minimum \$500 Rental Fee	3pm-10pm \$2500 Min. \$750 Rental Fee	3 pm-10pm \$2500 Min. \$750 Rental Fee

*Prices are subject to change

*Private Events normally run in a four hour time frame

A "Min." or venue minimum, is the least amount that can be spent on the Private Event in order for OSIL to close to the public. If the minimum amount is not met before or during the Client's Private Event, that remaining amount will be charged via credit card on file, or a different card of Client's choice, before the Client vacates OSIL's premises. "Rental Fee" is the cost to secure your venue, date and time. Rental Fee is included in the venue minimums.



Oak Street Inn & Lounge *Venue Rental Agreement*

Reservation, Payment & Electronic Authorization

To reserve an event date, Client must execute this Agreement and submit full rental payment (including tax). Rental payments are non-refundable and serve as a date-hold fee.

Accepted payment methods: credit card (3.3% processing fee), cash, or cashier's check. Returned payments incur a \$25 fee. Cash or cashier's check are only accepted in person.

Credit card payments may be made in person, or preferably online via your texted or emailed invoice from our Toast Catering & Events platform.

A CREDIT CARD MUST BE KEPT ON FILE FOR ALL EVENTS.

Client authorizes OSIL to charge the payment method on file for contracted amounts and any additional fees incurred under this Agreement.

Failure to meet payment deadlines may result in release of the event date without notice.

Again, the Rental Fee secures your date, time and area. Closer to the event date, bar packages and catering packages are chosen. Final payments are due no later than three weeks ahead of the Client's private event.

Rental Time & Overage

Rental time includes decorating, vendor setup, event time, and breakdown.

If Client, guests, or vendors remain on property more than fifteen minutes beyond contracted time, one additional full hour will automatically be charged to the payment method on file.



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Catering & Alcohol Policies

Outside catering is strictly prohibited, with the exception of desserts (cakes, cookies, cupcakes). If Client brings their own desserts, communication with management must occur and the Client must provide serving supplies for outside desserts.

All alcohol must be purchased and served through OSIL under a separate Bar Package Agreement. No outside alcohol is permitted unless pre-approved corkage has been arranged. Shots and drinks served neat are not permitted with open bar packages. Bar service may not exceed five hours total.

OSIL reserves the right to refuse alcohol service and/or terminate service if safety concerns arise.

Decorations, Property & Cleaning

Decorations must remain within the rental period.

The following are prohibited: nails, screws, staples, adhesives on wood surfaces, sparkles, glitter, confetti, open flame candles, and artificial or real flower petals.

Client must remove all decorations and personal items immediately following the event.

Fees may apply as follows:

- \$100 - Unauthorized decor or excessive cleanup
- \$100 - Decorative items left behind
- \$200 - Cleanup of bodily fluids

Client is responsible for any damage to OSIL property caused by Client, guests, or vendors.

Cancellations & Rescheduling

Rental fees are non-refundable. Written rescheduling requests must be received at least seventy-two hours prior to the event date. If approved, payments may be credited toward a new date within twelve months, subject to availability and management discretion. Keep in mind when planning events that the Rooftop Patio is exposed to the elements.



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Liability & Indemnification

Client agrees to indemnify and hold harmless Oak Street Lounge, LLC, its owners, landlord, employees, and agents from any claims, damages, liabilities, or expenses arising from the Client's event, including alcohol-related incidents, guest injury, or property damage.

OSIL shall not be liable for failure to perform due to circumstances beyond its reasonable control, including acts of God, government restrictions, emergencies, or utility interruptions.

Governing Law

This Agreement shall be governed by the laws of the State of Missouri. Any disputes arising under this Agreement shall be resolved in St. Charles County, Missouri.

Acknowledgement & Acceptance

By electronically signing, checking acknowledgment within the Toast Catering & Events module, or submitting payment, Client acknowledges they have read, understand, and agree to be legally bound by the terms of this Venue Rental Agreement.