

# **EAGLES CLUB BANQUET HALL CONTRACT**

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

ENGAGOR \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ MEMBER \_\_\_\_\_

HALL RENTAL CHARGE \_\_\_\_\_ DEPOSIT \_\_\_\_\_ BOOKED \_\_\_\_\_

DATE PAID \_\_\_\_\_ DATE PAID \_\_\_\_\_

DECORATING TIME \_\_\_\_\_ GUEST ARRIVAL TIME \_\_\_\_\_

MENU \_\_\_\_\_ TIME \_\_\_\_\_ # OF PEOPLE \_\_\_\_\_

HEAD \_\_\_\_\_ FAMILY \_\_\_\_\_ LINEN/COVERS \_\_\_\_\_ BACKDROP \_\_\_\_\_

CAKE (WHO) \_\_\_\_\_ TIME \_\_\_\_\_ CANDY \_\_\_\_\_ PHOTO \_\_\_\_\_

DANCE (TIME) \_\_\_\_\_ MUSIC (WHO) \_\_\_\_\_ SET UP TIME/WHERE \_\_\_\_\_

MICROPHONE \_\_\_\_\_ GUEST BOOK \_\_\_\_\_ NAME CARDS \_\_\_\_\_ DINNER MUSIC \_\_\_\_\_

COCKTAIL HOUR \_\_\_\_\_ FREE BEVERAGES START TIME \_\_\_\_\_

BEER HALVES \_\_\_\_\_ TAP SODA \_\_\_\_\_ BAR TAB \_\_\_\_\_

CHAMPAGNE \_\_\_\_\_ WINE \_\_\_\_\_ HEAD \_\_\_\_\_ FAMILY \_\_\_\_\_

OPEN BAR \_\_\_\_\_ BARTENDERS/TIMES (\$15/HR/BARTENDER) \_\_\_\_\_

SPECIAL DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNING OF CONTRACT STATES THAT ENGAGER & MEMBER ON CONTRACT HAVE READ AND TAKE FULL RESPONSIBILITY FOR ALL BANQUET HALL RENTAL GUIDELINES AND PRICING INFORMATION.

ENGAGER  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MEMBER  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*CANCELLATIONS MUST BE SUBMITTED IN WRITING. THE DEPOSIT WILL NOT BE REFUNDED IF THE FUNCTION IS CANCELLED AND THE EAGLES HALL CANNOT BE REBOOKED. NO HALL RENT OR DEPOSIT SHALL BE RETURNED UNLESS WE ARE NOTIFIED IN WRITING 90 DAYS OR MORE IN ADVANCE OF FUNCTION. PLEASE REVIEW RENTAL GUIDELINES.

# **EAGLES CLUB BANQUET HALL CONTRACT**

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I, the undersigned person, agree not to hold the Eagles Club #270 or any of its officers or employees liable for any injury that may occur while on the premises or illness due to any food that is brought in during the scheduled event. I understand I will be charged at \$50 carry-in fee for Foods Allowed. I agree to keep all hot foods hot, and all cold foods cold per Wisconsin Health Codes and not leave food sit out longer than 4 hours. I understand I must provide all plates, napkins, utensils, serving utensils, table coverings, etc. I also understand that no kitchen use is allowed and I am responsible for the cleanup and removal of all foods brought in. Foods brought in may be brought in by individuals and not by any other catering company or deli-like business besides Boda's Restaurant. The Eagles Club #270 or any of its officers or employees will not be responsible for any food taken home. I also understand that no beverages except for coffee or milk are allowed to be brought in.

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**SIGNATURE**

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**PRINT NAME**

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**DATE**

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**HALL RENT AND DEPOSIT:** Hall rental fee AND deposit are required to reserve the facility. Payment is due at time of contract signing. **CASH OR CHECK ONLY.** There is a minimum of 30 days notice in order to book the hall. The deposit will be refunded within 10 days after your function only if the hall and club are not damaged from you or your guests or the rules are not broken as determined by the Board of Trustees.

**CANCELLATIONS must be submitted in writing.** No hall rent or deposit shall be returned unless we are notified in writing 90 days or more in advance of function. The rental charge will be refunded, however, the deposit will not be refunded if the function is cancelled and the Eagles hall cannot be rebooked. Deposit will be returned once cancelled date is rebooked by another party. If the date is not rebooked by another party, the deposit is forfeited by the engager. If an event needs to be postponed for any reason within 90 days of event, cancellation policy takes effect as of original date, not the new date.

**RESPONSIBILITY FOR DAMAGES:** Signing party will be financially responsible for any damage done to the premises or any club rules broken by you or your guests; this includes any amount above and beyond the initial hall deposit.

**CATERED EVENTS:** Boda's Restaurant is contracted with the Eagles Club to cater any events in the Banquet Hall. Menus are provided upon request at the Eagles Club. After booking the hall, you are responsible to set up an appointment with Boda's Restaurant to discuss meal and other set up information. Payment for food is to be paid in full to Boda's Restaurant 3 days prior to event.

**FOODS ALLOWED:** (Only for parties under 50 people. Parties over 50 people MUST be catered by Boda's.)

A \$50 carry-in fee will be applied to your rental fee for all functions bringing in their own foods. You must read and sign the waiver on the back of the Rental contract before bringing in food items. All foods must be homemade and not bought from another caterer or deli vendor. Any items not allowed will result in your deposit not being refunded. You must provide your own plates, napkins, utensils, serving utensils, table coverings, etc. All cold items must be kept on ice while serving per Wisconsin Health Codes. You are responsible to bring in your own ice to do so. All hot foods must stay warmed in your own heating units. All foods cannot stay out longer than 4 hours. Foods may be brought in one hour or less before party time. There is NO kitchen use. Members and their guests are NOT allowed to enter the kitchen area for ANY reason. The Eagles will not be responsible for any food taken home. You are responsible for the clean-up and removal of all foods brought in.

**Food must be eaten in banquet hall and not in the club house. Recommended meal time is 5:00-6:00 at the latest.**

Please make sure your guests are seated and eating promptly at your meal time on contract. This is so we can smoothly transition from dinner to dance without pushing people to eat and get up from their chairs.

**Absolutely no beverages are allowed to be brought in per Wisconsin State Statute 125.32/6. This is a zero-tolerance policy.** If it is found ANY items are brought in by either you or your guests, your deposit will automatically be forfeited. We are required to confiscate and dump any unauthorized beverages brought in. Coffee and milk are acceptable to bring in as Eagles does not stock these items. (Boda's Restaurant provides these items with catered events.)

Management must be informed beforehand if these items are being brought in. You must provide your own items to brew/serve coffee or milk. If there is/are specific liquors, beers, etc that we do not carry and you would like, just ask. Engager is responsible for payment of requested items that the Eagles Club does not stock if items requested are not used. Manager will determine if excess will be added to final bar bill.

**PAYMENT OF BAR BILL:** Bar bill is to be paid to the Eagle's Club immediately following event. Payments must be paid by **CASH OR CHECK ONLY—NO CREDIT CARDS.** Advance payments are welcome towards final bill. Please note-gratuity is NOT included in the bill. All tips are greatly appreciated by your bartenders.

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## **HALL RENT, DEPOSIT, FOOD, AND BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Call either Boda's or the Eagle's Club for firm food and beverage prices 60 days prior to scheduled event.

**FINAL CONFIRMATION:** Thirty days before the scheduled event, you must contact the manager to finalize function details: approximate number of guests, beverage selections, bar details, possible bar tab, table set up, etc. This is to ensure beverage items are ordered, function is properly staffed, and set up is done correctly. Please inform us of any extra "activities" you have planned so we can discuss how the room gets set up for your function. "Activities" include: photo booths, candy tables, game tables, name card tables, etc. The more "activities" in the space with a large number of guests is very hard to set up in our facility. Please plan accordingly.

Final confirmation on all catered events as to the number of guests to be served must be made no later than 3 days prior to the scheduled event with Boda's. Boda's must have the definite menu selection for wedding receptions no later than 30 days in advance of function.

**DECORATING/SET UP:** Tables/chairs may be set up in a generic fashion based on what we know works well for certain numbers of guests. Table decorations are allowed. Glitter, confetti, or the like are NOT allowed. Your deposit will not be refunded if this is brought in. Candles must be flameless. Nothing can be put on the walls or hung from ceiling. No tape, tacks, puddy, or command strips. Items may be placed in window sills. NO tampering with Eagles Club decorations. A side 'fire exit' door may be used to haul in entertainment equipment. However, this door must stay closed at all times and must stay clear in case of an emergency. Please plan accordingly in order to do so. Notify any entertainment of this law.

Decorating times for wedding receptions, anniversaries, or parties is after 9:30 a.m. on the day of the event unless agreed upon the week of your event. It is advised to keep boxes/bags for clean up at the end of your function for leftover food, decorations, etc. These items can be kept under gift table/cake table. A round gift table is located in the northeast corner of the hall and a round cake table is located in the southwest corner of hall.

When it comes time to move tables from dinner to dance, you or your party is responsible for moving centerpieces so items are protected. The Eagles enlists volunteers to move these tables around and therefore are not responsible for items that may become damaged in this move. Please plan accordingly.

**PARTY TIMES AND REMOVAL OF ITEMS:** All parties must end at 12:00 midnight prompt. Entertainment must be done at 12:00 midnight and removal of all entertainment equipment is required immediately following the event. Food and decorations must be removed immediately following the event. NO EXCEPTIONS. All Sunday-Thursday functions must end upon Eagles closing hours.

### **Club House Rules/Other Information:**

- Non-members may enter Club House only if accompanied by a member.
- You are responsible for the supervision of minor children. They are not allowed in the lobby or clubhouse unless supervised. Anyone under 21 may not play on pool tables. Anyone under 21 may not drink alcoholic beverages. Anyone drinking alcohol will be asked for an ID if they appear to be under 30 and the bartender has not served them. You will be asked to leave and deposit forfeited if this rule is not followed.
- Due to open intoxicant laws, alcohol and glass are not allowed outside the building.

**The Eagles Club is not responsible for any lost, stolen, or damaged personal items or hardships you may occur while on the premises. Use of any Eagles' equipment is at your own risk.**