

## **EAGLES CLUB CONFERENCE ROOM INFORMATION**

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***Conference Room will accommodate 30 people for small parties, showers, meetings, etc.  
Due to the small nature of the space, no entertainment can be booked.***

**Rent and deposit:** Rental charge is \$50 for up to 6 hours; this includes your set up and clean up time. A \$50 deposit is also required. Rental fee AND deposit are required to reserve the facility. Payment is due at time of contract signing.

**CASH OR CHECK ONLY.** Must have a minimum of TWO (2) weeks notice of booking event.

The deposit will be refunded within 10 days after your function only if the room and club are not damaged by you or your guests and/or the rules are not broken as determined by the Board of Trustees.

Cancellations must be submitted in writing. The deposit will not be refunded if the function is cancelled and the Eagles Conference Room cannot be rebooked. No rental refund or deposit shall be returned unless we are notified in writing 30 days or more in advance of function.

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

**Foods Allowed:** A \$50 carry-in fee will be applied to your rental fee for all functions bringing in their own meal. You must read and sign the "Foods Allowed" waiver on 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, and all hot items must remain hot while serving per Wisconsin Health Codes, and cannot sit out longer than 4 hours. You may only have up to 4 appliances in the room and plug them in accordingly so as to not trip the breakers. Please be aware that older heating units use more power than newer ones. You are responsible to bring in your own ice and appliances. Foods may be brought in one hour or less before party time. 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.

**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 guest, your deposit will automatically be forfeited. Coffee and milk are acceptable to bring in as Eagles does not stock these items. 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:** Any bar bill started with the bartender 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.

**Decorating:** Set up and clean up must be done within your time frame allotted. Table and chair arrangement is your responsibility. Table decorations are allowed. Items may also be placed in window sills. Glitter, confetti, or anything very small that would require excess clean up is NOT allowed. Your deposit will not be refunded if this is brought in. Flameless candles only. No tape, tacks, puddy, command strips, or the like are allowed on walls or ceiling. NO tampering with Eagles Club decorations. Clean up is your responsibility. Tables and chairs must be wiped clean. Ask a bartender if you need assistance. Loss of deposit if this is not done. All parties must end and be cleaned up upon your time slot, or Eagles Club closing hours (if applicable).

**Club House Rules:** You are responsible for the supervision of minor children. They are not allowed in the 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. Jukebox will be on pause if there is a Wisconsin/Packer football game during your event.