

# Fraternal Order of Eagles Aerie 3702

2645 Howard Street

Port Huron, MI 48060

(810) 982-5836 ext.4 FAX (810) 982-1588

## BANQUET ROOM USAGE AGREEMENT

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Time of event: \_\_\_\_\_ to \_\_\_\_\_ Number of guests expected \_\_\_\_\_

A bartender is required and will be provided for all events. **No beverages are allowed to be brought into our facility.** All beverages must be purchased from the Fraternal Order of Eagles. Beverages may be purchased individually (cash bar) Please ask for an alcohol price list. Minors are not allowed to consume any alcohol.

**MEMBERS of 3702** Banquet Room rental is \$90.00 per hour Sunday thru Saturday, with a minimum of 4-hour rental. \$360.00 for 4 hours. \$50 each additional hour. A \$100.00 refundable security deposit is due upon contract signing.

**NON-MEMBERS** Banquet Room rental is \$125.00 per hour Sunday thru Saturday with a minimum of 4-hour rental. \$500.00 for 4 hours. A \$250.00 refundable security deposit is due upon contract signing (see page 2). Hall Rental includes one hour before event for decorating and one hour after event for cleaning. Any additional time will be charged \$125.00 hour.

**Full balance of rental fee must be paid 48 hours BEFORE event.**

A Security Deposit is required at time of booking. All security deposits will be refunded within seven (7) business days after inspection of hall is found to be satisfactory.

**Cancellation policy:** A 5-day cancellation notice is required to receive refund of money paid toward rental.

Number of hours to be rented: \_\_\_\_\_

Hall rental amount due \$ \_\_\_\_\_

Additional Staff needed \_\_\_\_\_  
\$50 each additional bartender.

Alcohol fee \$ \_\_\_\_\_

Deposit fee \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

Date Paid in Full \_\_\_\_\_

Print name to whom security deposit will be returned

Address where refund to be sent Zip Code

Signature

Responsible Party contact number

F.O.E. 3702 Rep

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## **BANQUET ROOM USAGE AGREEMENT**

(Please sign both pages of contract)

## **PERSONAL PROPERTY AND DECORATIONS**

The Fraternal Order of Eagles Blue Water 3702 Aerie does not accept responsibility for personal property. The Aerie will not be liable for any items left by the contracting party and/or their guests. All decorations, displays and other items left after the function will be considered abandoned and will be disposed of. There is to be NO use of smoke machines or confetti of any kind.

The construction and removal of any decorations and/or displays is the responsibility of the contracting party. The Fraternal Order of Eagles Blue Water 3702 Aerie will not permit the affixing of anything to the walls, floors or ceiling of the banquet hall. Any damage to the hall and/or damage of equipment will be billed to the contracting party.

Contracting party agrees to clean all tables and chairs of all food and trash at the end of the event. Trash receptacles will be provided.

## **CONDUCT**

Contracting party assumes full responsibility for the conduct of **ALL** parties in attendance of your event. This responsibility extends to bands and others hired to service the function by the contracting parties, and their equipment and vehicles. Children must be supervised at all times. Any alcohol served in the hall must remain inside the hall.

**SMOKING IS ONLY ALLOWED IN DESIGNATED AREAS ON THE WEST END OF BUILDING.**

**There is no smoking in front of the building.**

**Failure to abide by these rules will result in loss of deposit and possible termination of the event.**

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Signature of responsible party

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Date