

Clopper-Michael
American Legion
Post 10
Boonsboro, Maryland

Banquet Contract
And
Lease Agreement

Attachment to Lease
Food and Beverage
Boonsboro American Legion
301-432-5695

Group or Organization

Date of Activity

Contact Person

Contract Date

Street Address

City State Zip

Telephone Number

Set Up Information (Set Up Fee of \$50.00 is Nonrefundable)

_____ Head Table (Number _____)

_____ Cake Service

_____ Gift Table

_____ Buffet Style (15% Gratuity)

_____ DJ or Band

Times:

_____ Arrival Time

_____ Departure Time

_____ Bar Opening

_____ Food Served

With exception of Bonanzas, a maximum of 4 hours for other functions will be permitted. The 4 hours will begin at the arrival time. Additional hours must be negotiated before the function and will be charged at a rate of \$100.00 per hour.

Rental Information (Deposit is Nonrefundable)

_____ Amount
_____ Date Received
_____ Receipt Number

Rental required from Post members is \$100.00
Deposit required from other Post's members and guests is \$500.00.
The amount that will be deducted from the final food charge will be \$250.00.

Head Count:

_____ Estimated at time of contract
_____ Head Count 2 weeks prior to event
_____ Final Count must be received 5 working days prior to event

Dinner Menu

- One Meat Selection - \$15.95
- Two Meat Selection - \$ 17.95
- Three Meat Selection - \$19.95

All of the above options include rolls, butter, coffee, and iced tea.

Meat: (Choose One, Two or Three)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Fried Chicken | <input type="checkbox"/> BBQ Chicken |
| <input type="checkbox"/> Roasted Turkey/Stuffing | <input type="checkbox"/> Roast Beef |
| <input type="checkbox"/> Honey Roasted Pork Loin | <input type="checkbox"/> Baked Ham |

Potato: (Choose One)

- | | |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Mashed | <input type="checkbox"/> Baked |
| <input type="checkbox"/> Oven Roasted | <input type="checkbox"/> Scalloped |

Vegetables: (Choose Two)

- | | |
|---|--|
| <input type="checkbox"/> Green Beans | <input type="checkbox"/> Succotash |
| <input type="checkbox"/> Baked Beans | <input type="checkbox"/> Cole Slaw |
| <input type="checkbox"/> Broccoli & Cheese | <input type="checkbox"/> Macaroni & Cheese |
| <input type="checkbox"/> Potato Salad | <input type="checkbox"/> Macaroni Salad |
| <input type="checkbox"/> Cucumber Salad | |
| <input type="checkbox"/> Roasted Squash, Zucchini, Tomatoes, Onions | |

Dessert: (Choose One)

- Pie - \$2.95 per person
- Cake - \$2.95 per person
- Assorted Cookies – Small (\$15.95)
 _ Large (\$29.95)

Additional items available upon request.

Lite Fare

Finger Sandwiches
Chips & Pretzels
Assorted Nuts
Coffee & Iced Tea
\$9.95 per person

Meat Tray
Chips & Pretzels
Assorted Nuts
Coffee & Iced Tea
\$10.00 per person

Sandwich Platter - \$9.95 per person. Served with chips, pretzels, coffee and iced tea.

<input type="checkbox"/> Ham Salad	<input type="checkbox"/> Turkey
<input type="checkbox"/> Chicken Salad	<input type="checkbox"/> Ham
<input type="checkbox"/> Tuna Salad	<input type="checkbox"/> Beef
<input type="checkbox"/> Egg Salad	

Add Ons

Salad Bar - \$2.95 per person
 Cole Slaw - \$ 1.95 per person
 Potato Salad - \$1.95 per person
 Macaroni - \$1.95 per person
 Meatballs (serves 40-50) - \$75.00
 Wings – (15 for \$15.95) or (30 for \$29.95) Served with celery sticks, blue cheese and ranch dip.
 Fried Shrimp – (15 for \$15.95) or (30 for \$29.95)
 Steamed Shrimp - \$12.95 per pound. Served w/ cocktail sauce and lemon.
 Assorted Vegetable Tray served with blue cheese & ranch dip
Small - \$ 24.95 Large \$39.95
 Assorted Cheese Tray, served w/ sliced baguettes & crackers.
Small - \$29.95 Large - \$59.95

_____ Meat & Cheese Platter served with sliced baguettes &
crackers
Small - 39.95 Large - \$75.00

_____ Soda
_____ Draft Beer (140.00 per Keg)
_____ Cash Bar (\$50.00 setup charge)
_____ Open Bar

If bar tab does not exceed \$100.00, there will be an additional \$50.00 charge.

No alcohol is allowed to be carried in or taken out of the Post home!!! This would be a violation of the Washington County Liquor Board rules which would cause the Post to be diciplined.

By regulation, bartenders are required to limit or deny service to anyone who is obviously intoxicated. Theri decision is final and supported by the Board of Directors.

The bartender may make a last call if attendance at your function dwindles to a small number of guests, so that staff may begin clean-up of the room.

Boonsboro American Legion Post 10
710 North Main Street
Boonsboro, Maryland
301-432-5695

Banquet Room Lease Agreement

I, _____ acting for _____
agree to lease the banquet room for a _____ type of function
on _____ from _____ until _____

Number of persons attending _____. Count will be firm (7) days prior
to function, Food preparation will be based on the confirmed count.

All prices are subject to change and not guaranteed more than (30) thirty
days.

No food is to be brought into the Legion unless cleared by Legion personnel
prior to the event. Room rental for all events will be payable at the time the
contract is signed.

Final payment will be due on the day of the event.

Lessee accepts full responsibility for personal injury and property damage
arising from lessee's use of the facility. The lessor will be held harmless and
indemnify from any loss or liability arising from use of the facility. This will
include reasonable attorney fees and or any other expenses of litigation.
Lessee also agrees to abide with any federal, state, or local laws and shall
indemnify lessor and hold lessor harmless from any loss of liability from any
violation of the law.

Date

Phone Number

Signature

Address

Terms: Room rental of \$100.00 for Post members and \$500.00 for other Post's members and guests will be due at the signing of the contract and balance will be due no later than the day of the event unless otherwise agreed upon. The agent signing on behalf of the lessee warrants that he or she has the authority to bind the organization to this agreement. Deposit is not refundable.

No alcoholic beverages are allowed to be brought on or removed from the premises of Post 10 at any time.

By regulation, bartenders are required to limit or deny service to anyone who is obviously intoxicated. Their decision is final and supported by the Board of Directors.

The bartender may make last call if attendance at your function dwindles to a small number of guests, so that staff may begin clean-up of the room.

The set-up fee for the ballroom is \$50.00. If the bar is being used, there is an additional \$50.00 set-up fee.

Clean-up fee for the ballroom is \$50.00, which will be refunded if the room is left in good condition. If confetti or glitter is used, there will be an additional charge.

No stapled decorations are permitted. Removal of decorations is required immediately after the function.

Reservation Confirmed

Date

Authorized Signature

Clopper-Michael Post 10
Boonsboro American Legion
Boonsboro, Maryland 21713

Guest Sponsorship

Club Name	Clopper-Michael Post 10
Address	710 N. Main St., Boonsboro, MD 21713
Phone	301-432-5695
Sponsoring Member	_____
	Signature

It is my purpose to use the club facility on _____
to entertain my guests.

Guest Organization _____
Representative _____
Address _____

Phone _____

Information must be filed with the Board of License Commissioners at least
(10) ten days prior to scheduled date.