Clopper-Michael

American Legion Post 10

Boonsboro, Maryland

Banquet Contract & Lease Agreement

Updated 01/2026

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

Date of Activity: _____

Contract Date: _____

Group or Organization: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Set Up Information (Set-up fee of $50.00 is NON-refundable)

_____ Head Table (Number ____)

_____ Cake Service

_____ Gift Table

_____ Buffet Style (15% Gratuity)

_____ DJ or Band

Times:

_____ Arrival Time

_____ Departure Time

_____ Bar Opening

_____ Food Served

Except for 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 (Must be in good standing). Deposit required from other post members and guests is $500.00. Deposit must be on file to hold the reservation.

Head Count:

_____ Estimated at time of contract

_____ Head Count 2 weeks prior to event

_____ Final count that must be received **5 working days** prior to the event, billing will be based off the final count number. (See terms page 9)

BANQUET FOOD & BEVERAGE SELECTION

DINNER PACKAGES (Per Person)

☐	Package	Price
☐	One Meat Selection	**$18.95**
☐	Two Meat Selection	**$20.95**
☐	Three Meat Selection	**$24.95**
	Roast Beef Add-On	**+ $3.00**

✓ Includes rolls, butter, coffee & iced tea
✓ 15% gratuity applies to buffet service

MEAT SELECTIONS (Choose 1–3)

☐ Fried Chicken ☐ Roasted Turkey

☐ Pork Loin ☐ BBQ Chicken

☐ Roast Beef ☐ Baked Ham

POTATO (Choose One)

- ☐ Mashed (with Gravy)
- ☐ Baked
- ☐ Oven Roasted
- ☐ Scalloped

VEGETABLES (Choose Two)

- ☐ Green Beans
- ☐ Broccoli & Cheese
- ☐ Cucumber Salad
- ☐ Mac & Cheese
- ☐ Succotash
- ☐ Baked Beans
- ☐ Potato Salad
- ☐ Cole Slaw
- ☐ Macaroni Salad
- ☐ Roasted Squash, Zucchini, Tomatoes & Onions

DESSERT (Choose One)

- ☐ Pie $2.95 per person
- ☐ Cake $2.95 per person
- ☐ Cookies – Small $17.95
- ☐ Cookies – Large $31.95

LITE FARE & PLATTERS

Lite Fare – $12.95 per person

- ☐ Finger Sandwiches
- ☐ Chips & Pretzels
- ☐ Coffee & Iced Tea

— OR —

- ☐ Meat & Cheese Tray
- ☐ Chips & Pretzels
- ☐ Coffee & Iced Tea

Sandwich Platters – $12.95 per person

Served with chips, pretzels, coffee & iced tea

- ☐ Ham Salad
- ☐ Chicken Salad
- ☐ Tuna Salad
- ☐ Egg Salad
- ☐ Turkey
- ☐ Ham
- ☐ Roast Beef

ADD-ONS & APPETIZERS

Item	Price
☐ Salad Bar	$4.95 / person
☐ Cole Slaw	$2.00 / person
☐ Potato Salad	$2.00 / person
☐ Macaroni Salad	$2.00 / person
☐ Meatballs (serves ~40)	$75.00
☐ Wings (12 / 24)	$16.95 / $33.95
☐ Fried Shrimp (15 / 30)	$15.95 / $31.95
☐ Steamed Shrimp	$15.95 / lb.

TRAYS

Tray	Small	Large
Vegetable Tray	$24.95	$39.95
Cheese Tray	$35.95	$64.95
Meat & Cheese Platter	$45.95	$79.95

BAR OPTIONS

☐ Cash Bar	$50 Setup
☐ Open Bar	Per Consumption
☐ Draft Beer	$150 / keg
☐ Soda	Per Consumption

⚠ If bar sales do not exceed $100, a $50 minimum applies
⚠ No alcohol may be brought in or removed from the premises

NO ALCOHOL is allowed to be carried in or taken out of the post! This would be a violation of the Washington county liquor board rules which would cause the post to be disciplined.

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

Boonsboro American Legion Post 10
710 North Main Street - Boonsboro, Maryland 21713
301-432-5695

Banquet Room Lease Agreement

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

Number of people attending _____. Count will be confirmed (5) days prior to function, **Food preparation will be based on the confirmed count**. (See terms page 9)

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 the 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 indemnified by any loss or liability arising from use of the facility. This will include reasonable attorney fees and any other expenses of litigation. Lessee also agrees to abide by any federal, state, or local laws and shall indemnify lessors and hold lessors harmless from and loss of liability from any violation of the law.

Date _____ Address: _____

Phone Number _____ _____

Signature _____ _____

_____

Terms:

Room rental of $100.00 for post members and $500.00 for other guests will be due at the signing of the contract. **The final head count is required five business days before the event. Billing will be based on that confirmed number, and no reductions can be made if attendance decreases on the day of the event.** The agent that is 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. If the bar is being used, there is an additional $50.00 set up fee.

Clean up fee for the ballroom is $100.00, 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.

The amount of food prepared for your event, if requested, relies on the final head count stated in this contract.

The 15% gratuity fee for buffet style banquets goes towards said person/persons/organization that participated in setting up, serving and breaking down said event stated on this contract.

A $15 fee will be added if you decide to use the post's supplies to take leftover banquet food home.

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 so 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 schedule date.