

**AMERICAN LEGION BANQUET EVENT ORDER**

~Non Smoking Hall & Foyers~

**MEETINGS**

<b>EVENT TYPE:</b>	<b>EVENT DATE/DAY:</b>
<b>GUEST(S) OF HONOR</b>	
<b>CONTACT(S):</b> 734-660-8216	<b>CONTACTS</b>

<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
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<b>EVENT TIME:</b> 12:00mid <b>BAR OPEN:</b> TO: <b>DECORATE:</b> 7:00am	<b>DJ:</b> TO: <b>CATERER:</b> TO: <b>DINNER:</b> TO:	<b>ADDITIONAL INFORMATION ON TIMES:</b>
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<b>NUMBER OF GUESTS:</b>	<b>CORRESPONDENCE:</b>	
<b>FINAL COUNT:</b>	<b>QUALIFYING MEMBER:</b>	<b>VERIFIED BY:</b>

<b>FOOD/KITCHEN:</b> ARE YOU HAVING FOOD? YES ___ NO ___ WHAT KINDS? <b>ANY FOOD MUST BE PREPARED BY LICENSED FOOD SERVICE</b> <b>EXCEPTIONS WOULD BE PREPACKAGED FOOD(Renter Provided)</b> RENTER ACCEPTS ALL RESPONSIBILITY FOR FOOD IF NOT CATERED BY SALINE AMERICAN LEGION _____ <i>Renter Signature</i> <b>CATERER:</b> FOOD TYPES: RENTER PROVIDED(Limited): FOOD TYPES: <b>LEGION CATERED:</b> KITCHEN USAGE: ___ NO ___ \$50/\$50 ___ \$100/\$100 <b>FOOD TABLES:</b> Coffee: Caterer ___ <b>REFRIGERATOR:</b> FREEZER: Legion ___ Renter ___ ~Kitchen rental fees: Legion catered: free Minimal:\$50/\$50 space fee/no appliance Maximum:\$100/\$100 w/stove & oven KITCHEN USAGE FOR SPACE ONLY DOES NOT INCLUDE ANY LEGION SUPPLIES _____ <i>Renter Init.</i> Kitchen usage fees nonrefundable _____ <i>Renter Init.</i> Kitchen cleaning deposit refundable if cleaned to Legion Satisfaction _____ <i>Renter Init.</i> LEGION MEMBER MAY ENTER KITCHEN AT ANY TIME _____ <i>Renter Init.</i>	<b>HALL SET UP</b> -Included in rental price *Renters are not to rearrange hall _____ <i>Renter's Init.</i> <b>TABLE TYPE:</b> Round <b>#TABLES:</b> <b>HEAD TABLE:</b> <b>CAKE TABLE:</b> yes <b>GIFT TABLE:</b> yes <b>REGISTRATION:</b> <b>ADDITIONAL:</b> <b>SPECIAL REQUESTS:</b> Tablecloths: ___ Bringing ___ Rent/Legion Linen rental: Tablecloths\$5 ea. Tableskirts\$14 ea. <b>DEPOSIT(S):</b> Hall rental fee+cleaning dep.to hold date <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">DATE</th> <th style="width:30%;">AMT.</th> <th style="width:40%;"></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	DATE	AMT.										
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<b>BEVERAGE SERVICES:</b> ~Must use Legion Bartender~ B: Bartender\$ 60/3HOURS \$8.00 EACH ADDITIONAL HOUR <b>BAR:</b> ___ <b>OPEN:</b> ___ <b>CASH:</b> <b>DRAFT:</b> ___ X YES <b>POP:</b> ___ X ___ Bringing ___ Buying/Legion ~If bringing own pop-must bring cups/ice?	<b>SPECIAL BAR REQUESTS:</b> ~Cannot bring outside alcohol into Legion~
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<b>DJ:</b> ___ YES ___ NO DJ TABLE(S)/SET UP: <b>OTHER MUSIC:</b> SPECIAL REQUESTS:
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<b>HALL RENTAL RATES:</b> ~Includes table & chair set up!  ~Qualifying member can get discount for immediate family/personal use ONLY! <b>NON MEMBER/NON COMMERCIAL:</b> SUN_THURS \$250.00 FRI & SAT \$450.00 <b>COMMERCIAL RATES:MEMBER AND NON MEMBER!</b> SUN-THUR \$250.00 FRI & SAT \$500.00 ~RENTER CANNOT SET UP OR BREAK DOWN TABLES OR CHAIRS!!! DESIGNATED LEGION MEMBERS ONLY!	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><b>TOTAL COST:FOOD/KITCHEN:</b></td> <td style="text-align:right;">\$</td> </tr> <tr> <td><b>TOTAL COST:BAR/BEVERAGES:</b></td> <td style="text-align:right;">\$</td> </tr> <tr> <td><b>TOTAL COST:HALL RENTAL:</b></td> <td style="text-align:right;">\$</td> </tr> <tr> <td></td> <td style="text-align:right;">\$</td> </tr> <tr> <td style="text-align:right;"><b>TOTAL:</b></td> <td style="text-align:right;">\$ -</td> </tr> </table> <b>RENTER WILL BRING:</b>  *Once hall is set up as agreed upon-renter's cannot rearrange!	<b>TOTAL COST:FOOD/KITCHEN:</b>	\$	<b>TOTAL COST:BAR/BEVERAGES:</b>	\$	<b>TOTAL COST:HALL RENTAL:</b>	\$		\$	<b>TOTAL:</b>	\$ -
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I, the undersigned, agree to the above order for the named event. I have received a Banquet Package and agree with all policies, conditions, and terms set forth therein. I also understand that any food or consumable products I bring into the Legion as the renter are my sole responsibility and the Saline American Legion assumes no responsibility for any such items. I understand all costs set forth in this order and will prepay all monies owing per agreement and will pay any remaining balance on event date. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_