

# GRAND HAVEN EAGLES #925, INC. HALL RENTAL CONTRACT

The Fraternal Order of Eagles, Grand Haven Aerie #925 Inc., located at 20 N 2<sup>nd</sup> St., Grand Haven, Mi to known in this Contract as GH Eagles, agreed to offer the use of the upstairs hall of the GH Eagles, (except) kitchen and bar) to any member of this organization or any responsible party, as determined by the Board of Trustees, to be known at the renter by the name of:

**RENTER NAME** \_\_\_\_\_ for a \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PH:** \_\_\_\_\_

The \_\_\_\_\_ day of \_\_\_\_\_ for the sum of \$ \_\_\_\_\_  
Maximum " Seating " Capacity is 300 people.      Maximun "Hall" Capacity is 350 people.

The Michigan State Liquor Commission requires all liquor/beer/wine/pop must be purchased from the Grand Haven Eagles. **NO BEVERAGES MAY BE BROUGHT IN.** If beverages are brought in, the Hall Renter will be charged for the beverage the same as if they had purchased it from the GH Eagles and /or the bar will be closed.

Plastic glasses will be used for all events. **NO PITCHERS** (beer/wine/pop) will be allowed. Extra charges will be assessed at the discretion of the Board of Trustees for any extra cleaning or losses due to breakage or vandalism. The use of any additional part of the hall or equipment must be arranged for with the Board of Trustees 30 days prior to the event.

**IMPORTANT: HALL RENTER IS RESPONSIBLE FOR THE GUESTS. NO DRINKS ARE TO LEAVE THE HALL.** Disrespect to the Bartenders will not be tolerated and will result in the **IMMEDIATE CLOSING OF THE BAR** and **NO REFUNDS** shall be made. (Determined by an Aerie Trustee.)

It shall be clearly understood that the serving of all refreshments must be **TERMINATED** no later than 12:00 a.m. to allow for the removal of guests, decorations, entertainment and the cleaning of the facilities. You are expected to leave the premises in a clean condition. Everything that is used must be cleaned and returned to the proper storage area, (except the tables and chairs). This is to be done at the end of the event. (**NOT THE NEXT DAY**) as our cleaning staff will throw out all materials when they clean. The hall/building must be cleaned, cleared and closed **NO LATER THAN 1:00 a.m.** (**NO EXCEPTIONS TO THIS RULE WILL BE ALLOWED**)

## CHARGES FOR THE EVENT

**HALL RENTAL:** \_\_\_\_\_ Member of #925 - \$700.00 (Must be member for 1 year)

\_\_\_\_\_ Non-Members      \$900.00

Includes Two Bartenders (5 hr. maximum) Over 5 hr. \$10.00 per hr. for each Bartender.

\_\_\_\_\_ Additional Bartender Fees

\_\_\_\_\_ Damage Fee (May be refundable) upon inspection.

**Total** \_\_\_\_\_

**Deposit Paid** \_\_\_\_\_

**ANY EXCEPTIONS TO THE ABOVE MUST BE CLEARED AND APPROVED BY THE "BOARD OF TRUSTEES 30 DAYS PRIOR TO THE HALL RENTAL DATE. (THIS RULE WILL BE STRICTLY ENFORCED)**

**A NON-REFUNDABLE DEPOSIT of 50% of the Hall Rental contract must be made at the time of making reservation. (Also a \$100.00 damage fee must be paid—refundable upon inspection following function) Balance of rental fee must be paid one (1) week prior to date of rental. Catering is available by the Eagles Auxiliary. NO REFUND will be made in case of cancellation or postponement.**

**By signing this contract, the Hall Renter guarantees payment for all charges incurred during the rental event. This includes the cost of all drinks consumed, all bottles or barrels opened or where the seal is broken, all beer, wine, liquor, pop, juices any special ordered items purchased from the Eagles for the specific event, damages to the kitchen or hall area and/or any other charges as deemed necessary by the Board of Trustees.**

**SIGNED: \_\_\_\_\_ HALL RENTER**

**APPROVED BY: \_\_\_\_\_ GRAND HAVEN EAGLES**

**The Trustees retain the authority to cancel or terminate the rental if any part of this contract is violated.**

**NUMBER OF HOIURS NEED FOR HALL \_\_\_\_\_ FROM: \_\_\_\_\_ TO \_\_\_\_\_**

**BEVERAGE REQUEST FORM MUST BE RETURNED AND ORDERED 30 DAYS PRIOR TO THE EVENT.**