

GRAND HAVEN EAGLES #925, INC
EVENT CENTER RENTAL CONTRACT
616-842-4330

The Fraternal Order of Eagles, Grand Haven Aerie #925 Inc., located at 20 N 2nd St., Grand Haven, MI 49417 known in this Contract as GH Eagles #925, agreed to offer the use of the upstairs EVENT CENTER 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 \$ _____

NUMBER OF HOURS NEEDED FOR EVENT CENTER _____ **FROM:** _____ **TO:** _____

Maximum "Seating" Capacity is 300 people. Maximum "Hall" Capacity is 350 people.

The Michigan State Liquor Commission requires all liquor/beer/wine must be purchased from the Grand Haven Eagles. **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT IN.**

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 EVENT CENTER or equipment must be arranged for with the Board of Trustees 30 days prior to the event. No candles, fireworks or other incendiary devices allowed; caterers may use Sterno for heated food items.

IMPORTANT: EVENT CENTER RENTER IS RESPONSIBLE FOR THE GUESTS. NO DRINKS ARE TO LEAVE THE EVENT CENTER. 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). The EVENT CENTER/building must be cleared and closed **NO LATER THAN 1:00 a.m. (NO EXCEPTIONS TO THIS RULE WILL BE ALLOWED)**

CHARGES FOR THE EVENT

EVENT CENTER RENTAL: _____ Member of #925 - \$700.00

_____ Non-Members - \$900.00

Includes Two Bartenders

Total _____

Deposit Paid _____ **Date** _____

Balance Due _____ **Date** _____

Contact: Amelia Simpson: ameliasimpson@gmail.com
Vince Allen: Vincent4066@gmail.com

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

A DEPOSIT of 50% of the EVENT CENTER Rental contract must be made at the time of making reservation. Balance of rental fee must be paid no later than the day of the event. Catering is available by the Eagles Auxiliary. NO REFUND will be made in case of cancellation or postponement. (At the discretion of the Board of Trustees)

By signing this contract, the EVENT CENTER 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: _____ EVENT CENTER 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.

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

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Vince Allen: Vincent4066@gmail.com**