

EVENT CENTER RENTAL CONTRACT

GRAND HAVEN EAGLES #925

This contract is a binding agreement between the Fraternal Order of Eagles, Grand Haven Aerie #925 (known in this agreement as GH Eagles #925) and the member or other responsible party (RENTER) named below for use of the 2nd floor Event Center of the building located at 20 N Second Street in Grand Haven, MI.

EVENT: _____

DATE: _____ HOURS NEEDED: From _____ to _____

RENTER: _____

The Michigan State Liquor Commission requires that all liquor/beer/wine MUST be purchased from the GH EAGLES #925. IT IS STRICTLY FORBIDDEN TO BRING OUTSIDE ALCOHOL INTO THE EVENT CENTER. This includes, but is not limited to, alcohol exchanged as gifts or used to support a specific theme, holiday, memory or toast. Any non-alcoholic beverage brought into an event, such as mixers used for dietary purposes, must be in a sealed bottle and kept at the bar. If during the course of the event the bartender or a trustee notices airline-size alcohol bottles (full or empty) or suspects that outside alcohol is being consumed, the event will be immediately terminated. Please note: Event Center drink prices are consistent with other local venues—member pricing does not apply.

The MAXIMUM CAPACITY OF THE EVENT CENTER IS 277. The above-named RENTER is responsible for all guests attending the event. AT NO TIME ARE DRINKS ALLOWED TO BE TAKEN BETWEEN FLOORS OR TO LEAVE THE EVENT CENTER. Disrespect to a Bartender (as determined by an Aerie Trustee) will not be tolerated and will result in immediate closure of the Bar.

A refundable cleaning deposit will be due at signing. The RENTER is responsible for leaving the Event Center in the condition it was found. Extra charges may be assessed at the discretion of the Board of Trustees for failure to adequately clean or for losses due to breakage or vandalism. The use of any additional kitchen items or AV equipment, including sound equipment, extension cords and tvs, must be arranged with an Aerie Trustee prior to the event. NO glitter (or other decorations that cannot be picked up with a vacuum), candles, items taped to walls, fireworks or other incendiary devices allowed; caterers may use Sterno for heated food items. Plastic cups will be used for all events. Special beverage requests including beer, wine and liquor orders, must be placed two weeks prior to the event.

Fundraisers must be approved by a Trustee prior to the event. Any event involving gaming or selling tickets for prizes requires a license. The RENTER is responsible for acquiring and posting the related license.

It shall be clearly understood that the sale of all alcoholic beverages will be terminated (LAST CALL) 40 minutes before the contractual end of the event to allow for the timely departure of guests, take down of decorations, and the removal of trash. ALL TRASH BINS (INCLUDING THOSE IN THE KITCHEN) MUST BE EMPTIED AND PLACED IN THE OUTSIDE DUMPSTER before vacating the premises. Any kitchen items must be cleaned. TABLES and CHAIRS ARE TO REMAIN STANDING. The Event Center must be CLEARED AND CLOSED BY MIDNIGHT (12 AM) or at the discretion of the bartender. Next-day tear-down must be pre-arranged; however, all trash must be removed from the premises on the night of the event. Upon inspection, the cleaning deposit will be returned by mail the week after your event.

ANY EXCEPTIONS MADE TO THIS CONTRACT MUST BE APPROVED BY THE BOARD OF TRUSTEES PRIOR TO THE RENTAL DATE.

EVENT CENTER FEES

Rental Charge:	Member of GH Eagles #925	\$ 800	
	Non-member	\$1200	\$ _____

Refundable Cleaning Deposit	\$ 100.00
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Special Order Items:	\$ _____
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TOTAL	\$ _____
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Deposit Paid:	Date _____	AMOUNT	\$ _____
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BALANCE DUE	\$ _____
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PAID IN FULL:	Date: _____
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A DEPOSIT OF \$200 CASH MUST BE MADE UPON SIGNING THIS CONTRACT. The remaining Balance Due must be paid before the start of the event. Upon inspection, the Cleaning Deposit will be refunded by mail a week after the event. A minimum amount of \$15.00 plus a 30% gratuity will be required to run a credit card; unclosed tabs will be assessed a 40% gratuity.

NO REFUNDS will be issued in the event of cancellation or postponement unless deemed necessary by the Board of Trustees.

By signing this contract, the Event Center RENTER guarantees payment for all charges incurred during the rental event, including the cost of all alcoholic and non-alcoholic beverages consumed; special-ordered items purchased from the GH Eagles #925 for the event; damages incurred to the event center, kitchen, hallways and restrooms; unpaid tabs and/or any other charges deemed necessary by the Board of Trustees. Trustees retain the authority to terminate or cancel this agreement if any part of this contract is violated.

SIGNED _____ RENTER

Address _____ Phone _____

APPROVED BY: _____ GH EAGLES #925

Questions or Concerns? Email rentalcommittee@grandhaveneagles925.com or call the Club at (616) 842-4330 and ask for Amy or Suzanne.

Notes:

Special Requests:

Special Orders:

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