



MONTGOMERY AMERICAN LEGION POST 79

102 Elm Ave. SW - Montgomery, Minnesota 56069

Phone 507-364-7779 - <http://www.montgomerynamlionpost79.org/>

**Event Contract
For Lease of Post/Club 79 Facilities**

Reservation Date:

Lessee:

Person Responsible for bill:

Phone:

Address:

City/State/Zip Code:

Email:

Type and Name of Event:

Event Planner (If Applicable) & Contact Number:

MONTGOMERY AMERICAN LEGION POST 79
102 Elm Ave. SW - Montgomery, Minnesota 56069 Phone 507-364-7779
<http://www.montgomerynamlegionpost79.org/>

Dear Potential Guest:

Thank you for considering the American Legion Post 79 in Montgomery to host your special event. We have an excellent reputation for exceeding our patrons' expectations. The delicious food for your event will be prepared by our outstanding kitchen staff and your beverages will be served by our incredible bartending staff!

To reserve your date, a non-refundable deposit of will be required. This will be discussed at your first meeting. It is the American Legion policy to require security when there is music and/or a dance on our premises. Further, there will be a Damage Deposit of \$500 to be paid in a separate payment the day of your event. This fee is refundable if the leased space is left clean and orderly. This does not pertain to normal wear. See Post Manager for details. Once your Facility and Security Fees are received, your event date becomes permanent. Dates are secured on a first come basis.

After you have secured your event date with our Post Manager by paying the required Facility and Security Fee (if required), please read through the enclosed information on pricing and services. Return your completed and signed contract to the Post Manager or via mail to the above address.

A final statement, including food, facility rental fees, labor, any special requests (i.e., Champagne, Wine, etc.) and the total charge for any bar costs (drink tickets, keg beer and/or an open bar) as well as tax and 18% gratuity will be added to your final invoice and sent to you by the end of the week following your event. Gratuity will be added for the food costs and any hosted bar items you may have. All prepaid monies will be deducted from the total shown on the invoice. This shall further pertain to any other arrangements made not mentioned above. Please make all checks payable to the American Legion Post 79, with the Event Name in the "Memo" section.

*****Unpaid balances will be subject to 18% interest annually.*****

Our goal is to make your event special and memorable!

Your paid reservation includes time for decorating and set-up from 8am until 1pm on the day of your event. Thirty (30) days prior to your event, you may lease the space for decorating and set-up purposes after 12pm on the day prior your event, if it is available. A non-refundable fee of \$150 is required to reserve the dining hall for this purpose. Otherwise, should you choose to wait until the week of your event, if the hall is not scheduled for any other event there will be no charge for access to the banquet hall for decorating the day prior to your hall rental after 12:00 pm.

The person(s) signing this Event Contract is responsible for compliance with said contract and settlement of the final statement. As the American Legion sells Alcohol on the premise all contracts must be signed by a legal adult 21 years or older.

We appreciate you considering the American Legion for your event and look forward to the opportunity to help make your special event a memorable one.

**Sincerely,
Stacey Pan - Club Manager**

MENU Selections

Entree selections

****Complimentary Condiments****

- #1 - Traditional Czech Dinner with roast pork, dumplings, sauerkraut, corn, rolls, bread, butter @ \$20.00pp
- #2 - Ham & Chicken Dinner with dressing, mashed potatoes, gravy, corn, coleslaw, rolls, bread, butter @ \$19.00
- #3 - Ham & Turkey Dinner with dressing, mashed potatoes, gravy, corn, coleslaw, rolls, bread, butter @ \$19.00pp
- [#4 - Chicken Breast Dinner with mashed potatoes, gravy, corn, coleslaw, rolls, bread, butter @ \$17.50pp
- #5 - Roast Beef Dinner with mashed potatoes, gravy, corn, coleslaw, rolls, bread, butter @ \$18.50pp
- #6 - Chicken and Beef Dinner with dressing, mashed potatoes, gravy, corn, coleslaw, rolls, bread, butter @ \$19.50pp
- #7 - Turkey and Beef Dinner with dressing, mashed potatoes, gravy, corn, coleslaw, rolls, bread, butter @ \$19.50pp
- #8 - Pork Chop Dinner with dumplings, sauerkraut, gravy, corn, rolls, bread, butter @ \$19.00pp
- #9 - Ham Sandwich Dinner with potato salad, california blend coleslaw, rolls, & relish tray @ \$17.50pp
- #10 - Hot Beef Sandwich Dinner with potato salad, california blend coleslaw, baked beans, & pickles @ \$18.00pp
- #11 - Turkey & Ham Sandwich Dinner with potato salad, california blend coleslaw, rolls, relish tray @ \$18.00pp
- #12 - Hors D'oeuvres @ \$11.00pp
 - 1 Hot tray choice of: mushrooms, cocktail wieners, meatballs & cheese curds
 - 2 Cold trays choice of: vegetable, cold cuts, cheese
- #13 -- Hors D'oeuvres @ \$10.00pp
 - 3 Cold tray choice of: vegetables, cold cuts, variety of cheeses

Desserts

- | | |
|-------------------------------------|--------------------------|
| _____ Cookie - \$1.25 | _____ Ice Cream - \$2.50 |
| _____ Ice Cream & Cookie - \$3.00pp | _____ Cake - \$3.25pp |
| _____ Fruit Bow - \$3.50pp | _____ Pie - \$4.00pp |

Afternoon / Late Night Items

****Complimentary Condiments****

- _____ #1 – 50 Ham Sandwiches, chips and pickles - \$250.00
- _____ #2 – 50 Turkey Sandwiches, chips and pickles - \$250.00
- _____ #3 – 50 Roast Beef Sandwiches, chips and pickles - \$300.00
- _____ #4 – 50 Bologna Sandwiches, chips and pickles - \$225.00

N/A Beverages Coffee - \$25.00 p/urn Water - \$1.50 p/pitcher Soda – Cans \$1.50 each Soda – Fountain \$1.00 each **Free Refills if the guest returns with the glass****Additional Items:** Family Style Meal Service \$2.00pp Dumplings \$2.00pp Baked potato \$2.25pp Dressing \$2.50pp Green Beans \$1.00pp Peas \$1.00pp Glazed Carrots \$1.50pp Kolacky per dz. \$12.00 Lettuce salad \$1.50pp

***Includes 2 Dressings_____

Lessee Entrée Selection:**Pricing per Meal:**

****These entrée selections are just a sampling of what our kitchen staff can prepare for you. If you have specific entrée preferences discuss them with our Kitchen Manager.****

*****Please note there will be a change in pricing based on your requests and this will be disclosed to you by the Club and become a part of your contract. This pricing will be based on availability and market pricing. We welcome substitutions and will work with you on your menu.*****

Beer, Liquor & Spirits Selections

Lessee

Date of Event

Please circle your champagne/wine selections and check other selections.

_____ Spirits are furnished by Post #79 and are house bar rail - \$60.00 p/btl

Spirits Special Request:

Market Value Price:

_____ Champagne

Brut - \$30.00 p/btl Andre - \$30.00 p/btl Rose' - \$30.00 p/btl

Champagne Special Request

Market Value Price:

_____ Wine

White Zinfandel - \$25.00 p/btl

Merlot - \$25.00p/btl

Cabernet Sauvignon - \$25.00 p/btl

Chardonnay - \$25.00 p/btl

Moscato - \$25.00 p/btl

Reisling - \$25.00 p/btl

Wine Special Request:

Market Value Price:

***** Champagne and Wine will be served by Post 79 Bartenders during the event.**

_____ Beer:

_____ 16-gal Keg furnished by Post 79 - \$350.00 per keg

Name of Beer you prefer _____

_____ 8-gal Keg furnished by Post 79 - \$225.00 per keg

Name of Beer you prefer _____

Keg Special Request:

Market Value Price:

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- _____ Soda - \$1.50 p/can
- _____ Soda - \$1.00 p/fountain drink
- _____ Coffee - \$25.00 p/urn
- _____ Punch - \$20.00 p/gallon
- _____ Wine/Champagne glass setting (Wedding Party only) - \$0.50 p/glass
- _____ Wine/Champagne glass setting at all tables - \$0.75 p/glass
- _____ Water glasses at tables - \$0.50 p/glass

*****All pricing is listed as an estimate and may change due to product costs. The final invoice will include Taxes and 18% Gratuity on all food, N/A Beverages, and Hosted Bar Items.*****

Event Hall Selections

Available Rental Spaces:

- _____ *West & East Hall, Friday, Saturdays & Sundays \$400.00 (Monday thru Thursday \$200.00) (\$50 additional facility fee & \$10 per hour per Legion employee on Sundays * based on availability)
- _____ *East Hall, \$200.00 (\$50 additional facility fee & \$10 per hour per Legion employee on Sundays*based on availability)
- _____ *Front Meeting Room ~~\$200.00~~ (\$50 additional facility fee & \$10 per hour per Legion employee onSundays* based on availability)

****Card carrying members of American Legion Post 79 (Post/Aux/SAL) & Post 79 Employees receive a 25% discount for lease fee. This fee only pertains to members and/or member's immediatefamily or employees and/or employee's immediate family.***

- _____ Kitchen rental (if applicable) \$150
- **If you have booked your wedding with Post #79, the facility rental fee for your shower will be waived, provided the shower is held during normal Legion Club business hours and the rental space is available(if you choose to have your shower on Sunday (based on availability) there is a facility fee of \$50.00 andan hourly charge for each staff member of \$10.00 per hour). Additionally, there is a charge for the use ofthe Kitchen Facilities. The Hourly rate is \$25.00 per hour.*****

In-House Available Décor:

- _____ Tablecloths (Cloth setting) - \$10.00 p/table
- _____ Tablecloths (Plastic setting) - \$5.00 p/table
- _____ Napkins (Cloth setting) - \$3.00 p/setting
- _____ Napkins (Paper setting) - \$0.50 p/setting
- _____ Cake cutting by Post 79 - \$75.00

Our goal is to make your event special and memorable!

****NOTE:** Due to an increase in damage to our Post and the glass breakage on the outside of our facility, we require a damage deposit when you reserve Post 79 for your event. Please inspect our Post with the Post Representative and note any concerns. After your event the Post Representative will inspect our facility for damage and glass breakage outside our facility. Any damage to our facility or glass breakage outside will result in forfeiture of your damage deposit. As determined by our Post Representative and there is no damage found or glass breakage outside our facility, your damage deposit will be refunded or applied to your bill, per your request. The charge in the amount of \$500.00 is in your contract. Special Instructions (may be at an additional cost):

Date of Event:

Guest Count:

Event Type:

Name of Lessee:

Our selections have been agreed upon with Post 79 and by the Guest (Lessee). We agree we cannot make changes or additions to our choices 7 days prior to our scheduled event. A Tax and Gratuity will be added to the final invoice for all Food and Hosted Bar items. ****Please see contract for specific details****

Signature of Lessee

Date

Signature of Lessor

Date

Facilities Lease Agreement

We the undersigned, Montgomery American Legion Post #79 Inc., A Minnesota Corporation, herein referred to as the Lessor and Name/Business/Organization _____ herein referred to as the Lessee, do enter into, attest, and agree as set forth herein, to the following: This contract for the lease of club and/or facilities at Montgomery American Legion Post #79 on: _____ (date). The event to take place is: _____

_____ The Lessee shall, at time of said contract is signed will pay _____ down to reserve the date. The Lessee shall sign and return one copy of this lease contract, along with proper down payment the day this contract is signed by the Lessee, to Lessor American Legion Post #79, 102 Elm Ave SW Montgomery, MN 56069. This can be waived, and a timeframe of 14 days can be assigned for payment at the discretion of the Post Manager.

Furthermore, an additional \$0 _____ is due 30 days prior to the scheduled date of event as a down payment on the food and bar charges. This food/bar payment will be applied to your final bill.

Due to an increase in damage to our Post and glass breakage on the outside of our facility we now require a damage deposit of \$500.00. This damage deposit will be due the day of your event via separate payment. Please inspect our Post with the post representative and note any concerns. After your event, the Post representative will inspect our facility for damage and glass breakage outside of our facility. Any damage to our facility or glass breakage outside will result in forfeiture of your damage deposit. As determined by our Post representative and there is not damage or glass breakage outside of our facility, your damage deposit will be refunded or applied to your bill, as you request. If your event is cancelled for any reason by you the lessee or Post #79, your damage deposit will be returned. We do reserve the right to withhold all or a portion of your damage deposit as determined by our post representative for damage.

The balance of fees for food, bar, hall set-up, & etc., will be sent to the person listed "Responsible for the Event billing" by the end of the week following the event.

**** An 18% gratuity will be added to the following items: Food, Keg Beer, Keg Root Beer, Open soda tabs, Hosted bars items and drink tickets. ****There will be no refund on drink tickets****

**** Prices quoted herein remain firm and are guaranteed for 60 days from date of this contract. Afterthat, prices are subject to change.

Special Terms & Conditions to this contract:

Our goal is to make your event special and memorable!

Sign, date, & return this contract with down payment of _____ {Hall rental and damage deposit} by date _____. If your deposit and contract are not received by this date, the booked event will be cancelled, and the date will be available for another booking. If there is a cancellation within 120 days of your event only half of your down payment will be refunded. If we, the lessor, cancel your event, your deposit will be refunded in full. Return this contract to American Legion Post #79 102 Elm Ave. W. Montgomery, MN 56069.

We, the Lessee and Lessor agree to the terms and conditions of this contract. Any disputes to said contract will be forwarded to the Executive Board of American Legion Post #79 Inc for resolution. The Executive Board of American Legion Post #79 Inc.'s decision will be in a written format to the Lessee and final. Further, the Lessee confirms that the authorized signer of said contract is twenty-one (21) years of age at the time of signing of said contract.

Printed Name of Lessor:

Printed Name of Lessee:

Lessor Signature

Lessee Signature

Date

Date