

## ON PREMISE EVENT CONTRACT

The Eagles welcomes you and your guests to our Aerie home. Events can be self-catered or professionally catered, though we encourage the use of the Ladies Auxiliary, they represent an excellent value. If self-catered or professionally catered the on-site kitchen in the Eagles Home will not be available for your or their use.

**You must agree to purchase all beverages both non-alcohol and alcoholic drinks from Cresaptown Eagles Aerie #2883.**

It is unlawful to, and therefore you may not take out of the building open containers of any kind that contain alcoholic beverage, including but not limited to, bottles, cans, cups, and glasses.

There will be a charge of \$100.00 for hall rental, and a \$100 damage and cleanup deposit these fees are nonnegotiable and applies to all. You will also agree to be financially responsible for any damages that may occur during your event. All furniture including tables and chairs, if moved, must be returned to their original places and the room left as it was found.

The date is not secured until the contract is signed, and the two \$100.00 fees are collected.

**DO NOT USE GLITTER, OR PUSH PINS OR TAPE ON THE WALLS!**

INDEMNITY/WAIVER: The RENTER further agrees and warrants that the RENTER and any member of the RENTER's party (including: guests, caterers, musicians, performers, etc.) shall indemnify and hold harmless the Cresaptown Eagles Aerie #2883, Inc., its Board of Directors, all its employees and volunteers from any and all loss, theft, injury, expenses, damage claim, legal action, or any other type of liability whatsoever, including court costs and attorney's fees that may arise out of the use of the facility.

DATE OF THE EVENT: \_\_\_\_\_

TIME OF THE FUNCTION: \_\_\_\_\_

PURPOSE OF FUNCTION: \_\_\_\_\_

# OF PEOPLE ANTICIPATED: \_\_\_\_\_

BACK BARTENDER? \_\_\_\_ YES \_\_\_\_ NO

BACK BAR REQUIRES \$10 PER HOUR BARTENDER FEE 4 HOURS MINIMUM

TYPE OF BAR? \_\_\_\_ OPEN \_\_\_\_ CASH

SIGNATURE OF PATRON: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT MEMBER NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

SIGNATURE OF OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

**\$100 FEE COLLECTED? \_\_\_\_ YES \_\_\_\_ NO INITIALS OF COLLECTOR: \_\_\_\_\_**

**DAMAGE AND CLEANUP DEPOSIT \$100 COLLECTED? \_\_\_\_ YES \_\_\_\_ NO**

**INITIALS OF COLLECTOR: \_\_\_\_\_**

**(This fee is refundable, in whole or in part, based on the condition of the facility after the event. The rooms must be put back in the condition they were found including all the tables and chairs. If the cleanup is not completed to the satisfaction of the Trustee's, the deposit will be retained to pay for the proper cleanup!)**