



AMERICAN LEGION BLANCHARD-CURREY POST 1040
16 WEST POPLAR DRIVE, DELMAR, NY 12054 (518) 439-9819
BANQUET HALL RENTAL INSTRUCTIONS / CONTRACT

The Legion Post (Post) banquet hall is available for rent by a member (Member) in good standing with the American Legion, Auxiliary, or Sons of the American Legion.

FACILITY REQUIREMENTS/RULES

- All events will be hosted in banquet hall (upstairs), unless authorized by the Chairman of the Board or Legion Commander.
- No outside beverages are authorized in the facility.
- No Confetti, glitter, candles, sparklers, or other "messy" materials can be used.
- Wall/drapery coverings are not authorized. There will be no hanging of ornaments of any kind from the walls or ceilings.
- Member is responsible for setting up, breaking down, and cleaning up. This includes taking out the trash.
- Due to health department restrictions, there will be no use of the Post's kitchen, equipment, or refrigerators.
- The Post does not supply any utensils, cookware, paper products, etc.
- Smoking is allowed in designated areas only.
- All event guests will be required to use the bar in the banquet hall, no beverages from the lounge area will be allowed in the hall.
- All parties/events end four (4) hours after the start time on the contract unless other arrangements have been made **BEFORE** the party/event start.
- Access to the banquet hall will be granted two hours prior to the event. Access can be coordinated for the night prior depending on the availability of the room. Coordination must be done in advance.
- Members in good standing are defined as Post 1040 members that have been members of the post for more than one (1) year and are a current member. A member that has not been a member for more than one (1) year will be charged the non-Post 1040 rate.
- No Beverages are allowed to leave the building, this includes the parking lots.

CATERING/FOOD REQUIREMENTS

- All food brought into the Post will be removed from the Post by the Member after the party.
- All outside caterers must be licensed and insured. The Post's kitchen and equipment cannot be used.
- Caterer will supply their own pans, dishes, flatware, cups, sterno, etc.

BAR REQUIREMENTS

- All parties will require a bartender.
- Parties over 85 persons will require a barback at a rate of \$40 for up to four (4) hours. Any additional time after four (4) hours the event will be billed \$40 per hour.
- Parties over 120 persons require two (2) Bartenders. An additional bartender will be supplied at a rate of \$100 for up to four (4) hours. Any additional time after four (4) hours the party will be billed \$100 per hour.

PRICING AND FEES

- **NON-POST 1040 MEMBERS:** \$850 (Includes one (1) bartender for four (4) hours, any additional time after four (4) hours the party will be billed \$100 per hour.)
- **POST 1040 MEMBERS IN GOOD STANDING:** \$550 (Includes one (1) bartender for four (4) hours, any additional time after four (4) hours the party will be billed \$100 per hour.)
- **NOT FOR PROFIT RENTAL RATE:** \$250 Not for Profit Organizations qualify for this rate. (Includes one (1) bartender for four (4) hours, any additional time after four (4) hours the party will be billed \$100 per hour.) Room rentals for meeting are \$100 per hour for a maximum of four (4) hours. This does not include bar staff.
- Bottled Beer: \$4.00 - \$6.00 depending on brand; Wines: \$4.00 - \$9.00 per glass depending on brand; Soda: \$7.00 per pitcher; mixed drinks are market price. **(Pricing is subject to change based on market price).**
- An open bar can be arranged. Open bar price is \$35 per person per hour.
- Coffee: \$40.00 (coffee, cups, creamer and sugar included).
- Open bar is subject to a 18% gratuity for the bartender.
- Linen tablecloths: \$8.00 each. Linen napkins: \$0.50 each.

MEMBER CONTACT INFORMATION

Event Date/Time: _____

Member Name: _____

Membership Number: _____

Organization (Circle one): LGN AUX SAL

Membership Verified By: _____

Mailing Address: _____

Telephone: _____ Email: _____

Event Type (e.g. Wedding, Graduation, funeral, etc.): _____ Number of Attendees: _____

CATERER CONTACT INFORMATIONCaterer Being Used? Yes ☐ No ☐

Caterer Name: _____ Telephone: _____

BANQUET HALL FEE WORKSHEET

HALL RENTAL FEES	QTY	UNIT	SUBTOTAL
Hall Rental (\$850, \$650, \$250- 50% Deposit Required- Check #1)	1		
Damage Deposit (\$250, To be Returned if No Damage- Check #2)	1	\$250	\$250
SUBTOTAL HALL RENTAL FEES (DEPOSIT DUE TODAY):			
ADDITIONAL SERVICES	QTY	UNIT	SUBTOTAL
Coffee (\$40.00)	1	\$40.00	
Linen Tablecloths (\$8.00 each)		\$8.00	
Linen Napkins (\$0.50 each)		\$0.50	
Bar Bill	1		
Open Bar Bill (per hour)	1		
Bar Gratuity 18% (based on open bar or bar bill)			
Additional Bartender		\$100	
Barback		\$40	
Additional Hour(s)		\$100	
ADDITIONAL SERVICES SUBTOTAL:			
HALL RENTAL BALANCE FORWARD (SECOND HALF OF DEPOSIT):			
GRAND TOTAL OWED TODAY:			

*All checks payable to: American Legion Post 1040, A \$100 fee will be assessed for all returned checks.
Credit Cards are not accepted, cash or check only.*

Legion Post _____

 Print Signature Date

Member _____

 Print Signature Date