



## **LE CENTER AMERICAN LEGION POST 108**

97 S. Park Avenue P.O. Box 102 Le Center, Minnesota 56057

Phone 507-357-4787 \* [www.lecenterlegion.org](http://www.lecenterlegion.org)

Fb: Le Center American Legion Post 108

# **Event Contract For Lease of Post/Club 108 Facilities**

**Reserved Date:** \_\_\_\_\_

**Lessee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Responsible for bill:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type and Name of Event:** \_\_\_\_\_

**Event Planner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



## **LE CENTER AMERICAN LEGION POST 108**

97 S. Park Avenue P.O. Box 102 Le Center, Minnesota 56057

Phone 507-357-4787 \* [www.lecenterlegion.org](http://www.lecenterlegion.org)

Club108Manager@yahoo.com

Dear Lessee:

Thank you for considering the American Legion Post 108 in Le Center 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 caterers, Weber's Custom Catering Inc.

To reserve your date, a non-refundable deposit equal to the leased space is required in full. It is the Legion policy to require security when there is a dance on our premises. An additional, non-refundable security fee of \$30/hr per security personnel is required (in advance) when there will be a band or music at your event. 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 Bar 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 Club 108 Events or via mail to the above address.

A final statement, including special requests (ie Champaign, Wine, etc) and the total charge for drink tickets and/or an open bar, as well as any other Bar arrangements made must be paid in full the day/evening of your event.

Please make all checks payable to the American Legion Post 108, with the Event Name in the "Memo" section. Unpaid balances will be subject to 18% interest annually.

Your paid reservation includes time for decorating and set-up from 9am 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 3pm 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, if the hall is not scheduled for any other event, there will be no charge for access to the dining hall for decorating the day prior to your hall rental.

The person(s) signing this Event Contract is responsible for compliance with said contract and settlement of the final statement on the day of the event.

We appreciate your business and look forward to helping make your special event a memorable one. Please contact me with any questions or concerns.

Sincerely,

Post 108 Club Committee

## American Legion Post 108 EVENT CONTRACT - GENERAL Information

Please provide the Club 108 Bar Manager with the following details (if applicable) no later than **60** days prior to your reserved date:

- Time of Event, Social Hour, Meal and Dance
- Open Bar and/or Champagne arrangements
- Arrangements for Table setup if applicable
- Number of Drink Tickets and/or Kegs needed

### General Information

- Guests or family members are prohibited from entering the kitchen or other restricted areas.
- Outside food, not provided by the American Legion or Weber's Custom Catering Inc. (our Caterers) is not allowed in our facility
- All meals should be eaten as originally scheduled or an additional charges may apply.
- All prices quoted are subject to change without notice. All prices will be guaranteed 2 weeks prior to the date of your event.
- All accounts must be paid in full the day of the event.
- Persons in attendance must confine themselves to areas permitted for use. After 8PM, children and guests under 18 years of age must be accompanied by a parent or legal guardian in the Legion Bar area.
- Baby strollers are not permitted on the main hall floor. The American Legion has 2 booster chairs and 2 highchairs available for use. *The American Legion assumes no responsibility for the use of these items.* Parents or legal guardians of children assume all responsibility for the use of booster chairs and highchairs.
- Entertainment must cease by 12:30pm and guests must vacate the Hall by 1:00am. Last call for beverages from the Bar is 12:45am.
- No food or glass drinks are allowed on the dance floor during the dance.
- The Legion Staff must approve the volume of the smoke machines and music.
- All guests are required by law to wear footwear.
- All Federal, State and Local Laws and Ordinances must be followed.
- Minnesota Statue 609.605: Underage guests are not to be served or consume liquor at the event. Any guest serving or purchasing alcohol for a minor will be escorted from the premises. If those guests return, the authorities will be called.
- The Legion Club will not allow Bottles of Liquor, Wine or Champagne on guest tables. All liquor, wine or champagne must be served by bar and/or catering staff into approved drinking vessels.

- No Glass containers or bottles may be carried outside the building.
- Minnesota Statue 609.605: Prohibits trespassing on property and entering non-public areas.

The American Legion reserves the right to charge Lessee for any and/or all rental items that are lost, stolen, broken, etc. The Lessee will be charged the fair market price of the missing or broken items, including wine glasses.

## **American Legion Post 108 EVENT CONTRACT – Decorating Information**

Your reservation includes time for decorating and set-up from 9am until 1pm on the day of your event.

- No tape or nails permitted on the walls, ceiling or floor.
- No glitter, confetti, tinsel, birdseed, rice, sand or beans may be thrown or used to anchor balloons.
- Table decorations must be removed immediately after the meal to ensure the tables may be cleaned up and moved to prepare for the dance (if applicable).
- All decorations must be removed and taken out of the facility the day or evening of your Event. (unless arrangements have been made prior to event)
- It is your responsibility to bring extension cords, ladders, tape, pins, etc.
- Candles must be enclosed flame in accordance with Minnesota Fire Codes. You are responsible for lighting candles and/or plugging in lights.
- Fees will be charged for the unauthorized alteration or removal of any decorations and/or fixtures owned by the American Legion.
- You must notify us with the name and contact information of your decorator and/or event planner.

**If you have hired a Decorator for your Event, please provide them with a copy of this page to ensure they are aware of American Legion Guidelines with regards to decorating our facility.**

**American Legion Post 108  
EVENT CONTRACT – BAR INFORMATION**

**Bar/Liquor Information**

<b><u>Per Drink:</u></b>	<b>Bar Pour.....\$3.50</b> Domestic Beers and Tap Beer
	<b>Rail.....\$3.75</b> MacMasters, Windsor, EJ Brandy, 5 Star Brandy, Phillips Vodka, Black Velvet, Christian Brothers, Bacardi Rum, J&B Scotch, Seagram 7, Jim Beam, Amaretto, Blackberry Brandy, Strawberry Liqueur, Root Beer Schnapps, Montezuma Tequila
	<b>Top Shelf.....\$4.00 +</b> Absolut Vodka, Lime Vodka, Bacardi Limon, Bacardi O, Jim Beam Black, Canadian Club, Captain Morgan, Dewers Scotch, Dr. McGillicuddy's, Cherry, Fireball, Mint and Vanilla, Jose Cuervo, Korbel Brandy, Jameson, Malibu Rum, Seagram VO, Southern Comfort, Tanquery Gin, Tequila Rose

**Drink Tickets are available (Talk to Bar Manager if interested)**

<b><u>Per Bottle:</u></b>	21 Drink per Bottle Average
	<b>Rail.....\$94.00</b>
	<b>Top Shelf.....\$98.00</b>
	<b>Jack Daniels, Crown Royal, Johnny Walker.....\$102.00</b>
	<b>Champagne.....\$20.00-\$50.00</b>
<b><u>Keg Beer:</u></b>	<b>8 Gallon Keg.....\$160.00</b>
	<b>16 Gallon Keg.....\$280.00</b>
	<b>8 Gallon Keg of 1919 Root Beer.....\$100.00</b>

**All Prices Subject to Change**

**American Legion Post 108  
EVENT CONTRACT – CATERING Information**

We are proud to offer the Legion approved catering services of Frank and Connie Weber, owners of Weber's Custom Catering. They have been providing the best value in stylish fine dining for over 40 years and will use our kitchens and facilities to prepare great tasting, homemade food that is customized to your needs.

We always provide enough food to serve the number of guests you have contracted for. In the event not all guests show up for your event, we will package up leftover food items for you, if we can still meet the Dept of Health rules, for a nominal charge. Minnesota state food service regulations will be followed for this service. Questions regarding this should be brought to the attention of the caterers, in advance.

Weber's Custom Catering will provide you with a separate contract specific to table setup, decorations, menu, etc for your special event. All prices are guaranteed 60 days prior to your event.

Custom menus can be discussed and prepared for your specific and unique event or occasion. Feel free to visit their website for more ideas, testimonials and photos.

**Contact Information:**

Website: [www.weberscustomcatering.com](http://www.weberscustomcatering.com)

Email: [weberscustomcatering@gmail.com](mailto:weberscustomcatering@gmail.com)

Phone: Connie: 507-381-9970 / Frank: 507-381-9960

**Payment Information:**

Weber's Custom Catering  
48331 Pheasant Run Rd  
Kasota, MN 56050

# Weber's Custom Catering

Connie: 507-381-9970

Frank: 507-381-9960

Roast turkey \$11.99  
Roast turkey and ham \$13.99  
Wood fired chicken \$13.99  
Wood fired roast pork \$13.69  
Wood fired roast beef \$13.99  
Boneless Pork Chop \$13.99  
Chicken Breast \$12.99  
Chicken and ham \$15.99  
Chicken \$13.99  
Salmon \$18.99  
Steak - 8oz Sirloin \$15.99  
Carved baked ham \$12.99  
Prime Rib - \$19.99  
BBQ Ribs \$16.99  
Stuffing .89  
Two meat combos range \$1 to \$2 more per plate

**Note: We do not include Gratuity however  
10% - 15% of food total is suggested.**

## **Potatoes:** (included in the per plate charge above)

Creamy French potatoes	Mashed with gravy
Baked w/toppings	Seasoned red potatoes
Harvest potatoes	Potato Salad

## **Salad:**

Cole slaw - included in the per plate charge above, or upgrade as follows:  
Caesar salad \$.99                      Mixed green salad \$.99  
Almost any custom choice available

## **Vegetable:** (included in the per plate charge above)

Corn	Vegetable Medley w/cheese sauce
Green beans	Broccoli
Green bean casserole	Baked Beans
Steamed or roasted asparagus (in season) \$1.10 (extra charge for this item)	

## **Beverage**

Coffee & Milk (included in the per plate charge above)  
Punch \$75.00 per 100 guests

## **Dessert**

Decorated sheet cake \$50.00  
Connie would be happy to discuss with you the many dessert options available.

Disposable plates, napkins, plastic utensils are included

Plated Table Service: (Servers by the hour)

## American Legion Post 108 Facilities Lease Contract

We the undersigned, Le Center American Legion Post #108, 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 facilities at Le Center American Legion Post #108 on: \_\_\_\_\_(date).

The event to take place is:\_\_\_\_\_.

The Lessee shall, at time and 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 within 14 days of the date this contract is signed by the Booking Agent, to Lessor at the above address.

A damage deposit is not required, but the person signing this contract is financially responsible for any damage to the Legion facility or property and/or loss due to theft and/or glass breakage outside of our facility.

All food and beverages must be ordered through American Legion Post #108. The only exception to this will be for Funerals and Showers and this must be coordinated through the Bar Manager.

For Weddings and Anniversaries, at 8:00 pm the bar will turn into a cash bar unless other arrangements have been made with the Bar Manager.

Facility Space Leased:

\_\_\_\_\_ \*Main Hall (Seats 320) \$200 (Monday thru Thursday) \$350 (Fri, Sat or Sunday)

\_\_\_\_\_ \*Post Room (Seats 80): \$100

\*Card carrying members of American Legion Post 108 (Post/Aux/SAL) receive a 20% discount for lease fee.

\_\_\_\_\_ Downstairs Kitchen: \$100 fee; \$50 refundable if left properly clean; (\$60 refundable to Post 108 members)

\_\_\_\_\_ Downstairs Bar: \$10/hr per employee (Staffed only by the American Legion employees)

\_\_\_\_\_ Meeting Room (Seats 25): \$20 per hour (1 hour minimum)

\_\_\_\_\_ Security Fee: # of Personnel \_\_\_\_ x # of Hours \_\_\_\_ x \$30/hr (Required if Band/DJ/Music)

\_\_\_\_\_ 50% Off Rental when booking multiple events during a calendar year/365 days

If you have booked your wedding with Post #108, the facility rental fee for your shower will be waived, provided the shower is held during normal Legion Club business hours.

The Lessee's paid reservation includes time for decorating and set-up from 9am until 1pm on the day of your event. 30 days prior to your event, you may lease the space for decorating and set-up purposes after 3pm the day before your event, if it is available. A non-refundable fee of \$150 is required or you can use the space for no fee if it has not been leased for another event one week prior to your event.

You, the Lessee are responsible for the removal of any and all personal decorations immediately at the conclusion of your event. All personal property left behind after you have settled your bill will be disposed of by the Lessor. Lessee shall meet with the Bar Manager at least three weeks prior to the scheduled event to select your liquor, beer and special requests. The Bar Manager will go over all your options and additional costs required for your special day. The Lessor will notify the Lessee if we can't meet your selections.

The balance of fees for food, bar, hall set-up, & etc., is Due & Payable the date of the scheduled event.

\*\*\*Gratuity is recommended at 15%.

\*\*\* Prices quoted herein remain firm and are guaranteed for 60 days from date of this contract. After that, prices are subject to change accordingly with vendor pricing.



Special Terms & Conditions to this contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign, date, & return this contract with down payment of \$\_\_\_\_\_ {Facility Fee and Security Fee} by \_\_\_\_\_ (date). If your deposit and this contract are not received by this date, the reserved event will be canceled and your date will be available for another booking. If we, the lessor, cancel your event, your deposit will be refunded in full.

Return this contract to the Le Center Legion to the address above.

Lessee Name: \_\_\_\_\_  
Mailing Address, City and Zip: \_\_\_\_\_  
Cell Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Main Contact Person for Event: \_\_\_\_\_

We, the Lessee and Lessor agree to the terms and conditions of this contract; pages 2 thru 9. Any disputes to said contract will be forwarded to the American Legion Post #108 Club Committee for resolution. The Club Committee's decision will be in a written format to the Lessee and final.

Lessor: Date: \_\_\_\_\_ Signature of Lessor: \_\_\_\_\_

Lessee: Date: \_\_\_\_\_ Signature of Lessee: \_\_\_\_\_