

**Fraternal Order of Eagles Aerie 3702**  
**2645 Howard Street**  
**Port Huron, MI 48060**  
**(810) 982-5836 Fax (810) 982-1588**

**BANQUET ROOM USAGE AGREEMENT**

**Date:** \_\_\_\_\_ **Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_ **to** \_\_\_\_\_ **Number of guests expected:** \_\_\_\_\_

**Extra Staff** \_\_\_\_\_

A bartender and/or security guard will be provided for all events. **No beverages are allowed to be brought into our facility.** All beverages must be purchased from the Fraternal Order of Eagles. Beverages may be purchased individually (cash bar) or pre-paid in quantities. Food and condiments may be brought in. Please consult price list. I/we will not allow minors to consume any alcohol. All beverages are to be consumed inside the building, **no beverages are allowed outside.**

Decorations may be placed on tables, windows, and walls using scotch or masking tape only. No nails, tacks or items that cause holes can be used. I/we agree to clean off all tables and chairs of all food and decorations at the end of the event. Trash receptacles will be provided.

A 50% deposit is required at time of booking. Balance of hall rental is due 30 days prior to the event.

**Cancellation policy:** We need three (3) weeks notice prior to your event to receive your deposit back in full.

Room Usage Fee \_\_\_\_\_  
Additional Staff \_\_\_\_\_  
Alcohol Fee \_\_\_\_\_  
Refundable Security Deposit \_\_\_\_\_  
Total Usage Amount \$ \_\_\_\_\_

Payment Schedule  
Total Amount Due \$ \_\_\_\_\_  
Date Paid \_\_\_\_\_ \$ \_\_\_\_\_  
cash \_\_\_\_\_ check # \_\_\_\_\_ credit card \_\_\_\_\_  
Balance Due \$ \_\_\_\_\_  
Date Paid \_\_\_\_\_  
cash \_\_\_\_\_ check # \_\_\_\_\_ credit card \_\_\_\_\_  
Balance \$ \_\_\_\_\_

\_\_\_\_\_  
Printed Name (To who security deposit will be returned)

Address City, State, Zip

\_\_\_\_\_  
Phone No. where you can be reached

\_\_\_\_\_  
**Trustee Signature**

\_\_\_\_\_  
**Agent Signature**

Office Use Only: Security deposit _____ Usage fee: _____ Staff fee: _____ Room Sales _____ Security deposit refund _____
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## **BANQUET ROOM USAGE AGREEMENT - Pg 2 of 2**

### **TERMS AND CONDITIONS**

#### **PRICE INCREASES**

The Eagles Aerie does not make practice of such, prices quoted herein are subject to adjustment due to the abnormal increases in costs of beverages, labor, taxes, commodities, etc. If an adjustment is necessary, the maximum would be five percent (5%). The Eagles will notify the contracting party of any adjustments sixty (60) days prior to the event.

#### **PERSONAL PROPERTY AND DECORATIONS**

The Eagles Aerie cannot accept any responsibility for personal property. The construction and removal of any decorations and/or displays is the responsibility of the contracting party. The Eagles Aerie will not be liable for items left by contracting party and/or their guests. All decorations, displays and other items left after the function will be considered abandoned and the Eagles Aerie will dispose of them.

Decorations and/or displays must be pre-approved by the Banquet Room Manager. The Eagles Aerie will not permit the affixing of anything to the walls, floors or ceiling of the room that will cause holes or the removal of paint from the walls. The cost of repair and/or replacement will be billed to the contracting party.

#### **CONDUCT**

Contracting party assumes full responsibility for the conduct of all persons in attendance, any damage done to the premises or to other guest(s), their persons or property during any time such premises are under the control of the contracting parties, the contracting parties agents, invitees, employees or independent contractors employed by the contracting parties. This responsibility extends to bands and others hired to service the function by the contracting parties, and their equipment and vehicles.

#### **BANQUET ROOM HOURS**

ALL decorations must be removed and guests departed by 1:00 a.m. Bar service for banquet room ends at 12:00 midnight. Aerie banquet room closed at 1:00 a.m.