



Hesley Jensen Post 491  
Bayport American Legion  
263 3<sup>rd</sup> St N  
Bayport, MN 55003  
(651)439-5463

## **BANQUET HALL RENTAL AGREEMENT**

The undersigned party agrees to the following terms and conditions for the rental and use of the Hesley Jensen Post 491 banquet hall or other spaces.

### **GENERAL**

Renters are responsible for the conduct of all guests and assume full liability for any damage to the facility, equipment, or property incurred as the result of their gathering. Failure to meet all rental conditions will void the rental agreement, and failure to provide two weeks' notice of cancellation results in forfeiture of the renter's reservation deposit.

No alcoholic beverages of any type will be brought into the hall by the renter or renter's guests.

No outside food allowed without prior Post approval.

Children must always be accompanied by a parent or adult, and are never allowed in the bar area.

The renter is responsible for hall set-up, including the set up of all tables and chairs, and providing their own table covers and/or decorations, etc. Decorations may be hung using special tape and/or tacks (no nails). Spraying "crazy string" and/or throwing glitter is not permitted.

The renter is responsible for cleanup of all tables, chairs, decorations, surrounding counters, and debris on the floor. The hall must be returned to the same condition as when it was provided.

The hall may be rented as late as 11:00 pm (bar closes at 11:00 pm), and the renter must complete their cleanup and have all guests out of the hall no later than 12:00 am (midnight). This includes removing anything brought into the hall by the renter. Failure to adequately clean the hall or remove everything brought into the hall may result in additional charges.

No one under the legal age of 21 will be served any form of alcoholic beverage.

Renters and guests will not provide alcoholic beverages to anyone under the legal age of 21. Again, the renter is responsible for the conduct of all guests.

The renter pays half of the full rental fee upon reservation, and the remaining rental fee balance the day of the scheduled rental unless otherwise agreed upon. Reservations are not held until the initial reservation fee is received, and events are not allowed to proceed until the remaining rental fee balance is paid.



## Pricing

- 1) Hall Rental **Base Price** – includes use of the space, tables and chairs, and basic cleanup charge. The main hall seats up to 175, and the downstairs rooms seat approximately 75. A small number of high chairs are available. The hall also has a band or DJ area, and a basic sound system. The upstairs has a full-service bar (bartender included). The main hall is fully handicap accessible.

MAIN HALL BASE PRICE:           \$350.00

LOWER ROOM BASE PRICE:       \$150.00

- a. Post 491 Members – One free rental per year
    - \$150.00 – main hall rental for additional events
    - \$50.00 – lower room rental for additional events
  - b. Veterans (nonmembers), Andersen employees, teachers, police, firemen and first responders
    - \$250.00 – main hall rental
    - \$100.00 – lower room rental
  - c. Funerals and celebrations of life
    - The celebration of life or funeral for any Bayport Legion member is free
    - The celebration of life or funeral for all others is base price (with appropriate discounts)
- 2) Additional Costs
    - a. Catering by RiverDogs – Chef Luke provides pricing based on renter requests
    - b. Additional bartender or server – \$100.00 per bartender and/or server, up to 4 hours
      - NOTE: Extra bartender is required for all parties with 20 or more adults who are drinking
    - c. Keg (per renter request) – cost of keg plus \$50.00.
      - NOTE: Keg beer must be served by a Legion bartender. No self-service.
      - Any leftover beer is property of the Post.
    - d. A 20% gratuity is automatically charged on all bar tabs/charges.
- 3) Rental allowance provided for community events at club manager’s discretion

Call 651-439-5463 for availability – ask for Chef Luke.



DATE OF EVENT: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE RESERVATION MADE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SPACE RENTED: \_\_\_\_ MAIN HALL \_\_\_\_ LOWER LEVEL

TYPE OF EVENT:

\_\_\_\_ WEDDING / RECEPTION \_\_\_\_ GRADUATION \_\_\_\_ ANNIVERSARY / BIRTHDAY

\_\_\_\_ CELEBRATION OF LIFE \_\_\_\_ SHOWER \_\_\_\_ FAMILY REUNION

\_\_\_\_ BUSINESS EVENT \_\_\_\_ ORGANIZATION MEETING

\_\_\_\_ OTHER: \_\_\_\_\_

START TIME / END TIME: \_\_\_\_\_ - \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_ UNDER 50 \_\_\_\_ 50-100 \_\_\_\_ 100-150 \_\_\_\_ 150-200 \_\_\_\_ 200+

RENTAL FEE (BASE LESS DISCOUNTS): \_\_\_\_\_

CATERING (SEPARATE FEE PAYABLE TO RIVERDOGS CATERING)

ADDITIONAL SERVER/ BARTENDER: \_\_\_\_ \$100 FOR UP TO FOUR HOURS

KEG OF BEER: \_\_\_\_\_ + 50 DOLLARS.

ADDITIONAL FEES FOR SPECIAL REQUESTS: \_\_\_\_\_

TOTAL ESTIMATED COSTS: \_\_\_\_\_

RESERVATION DEPOSIT (½ OF TOTAL): \_\_\_\_\_

BALANCE DUE ON DAY OF EVENT: \_\_\_\_\_

**BY SIGNING BELOW, YOU AGREE TO THE TERMS AND CONDITIONS OF THE AGREEMENT.**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

POST REPRESENTATIVE: \_\_\_\_\_