



Buffalo American Legion Post 270
304 10th Avenue South
Buffalo, MN 55313-2301 **763.682.2262**

| | | | |
|---------------------------|-------|---|-------|
| Date of Function: | _____ | Estimated # of Guests: | _____ |
| Event Name: | _____ | | |
| Time of Function: (start) | _____ | (end) | _____ |
| Group/Entity Name: | _____ | Non-Profit: <input type="checkbox"/> Yes • No | _____ |
| Contact Name: | _____ | Contact Email: | _____ |
| Mailing Address: | _____ | Contract CK | _____ |
| Telephone Number: | _____ | Deposit CK | _____ |
| Fax Number: | _____ | Catering CK | _____ |
| | | Private event | _____ |
| | | <input type="checkbox"/> Yes • No | _____ |

Welcome to the Buffalo American Legion. We deeply appreciate that you are looking to host your event at our facility. We look forward to working with you as you plan your upcoming event. Our goal is to make your event as pleasant and memorable as possible. Please do not hesitate to ask questions so that we may aid you in any way we can for your event.

A. Deposits:

- a. Buffalo Legion Hall rental payment is due upon execution of this contract.
- b. Damage deposit of one hundred dollars (\$100) is due upon signing of the contract.
 - i. Damage Deposit money will be refunded within two weeks following the event, with a Deposit Deposition.
- c. Catering Deposit- Catering requests, pricing and quote execution to be completed 30 days prior to the event. Deposit of ½ of the catering quote due at execution of the catering quotation agreement

B. Rental Rates

- a. See Attachment #1

C. Cancellation:

- a. In the case of cancellation 90 days or more before the event, ½ of the hall rent will be refunded IN PERSON (Cancellation agreement must be completed in person). The "Cancelled by" and Cancel date" lines must be completed. NO REFUND will be made if notice of cancellation is received LESS than 90 days before the event.
- b. Catering Cancellation;
In the case of cancellation 14 days or more before the event ½ of the catering quote will be refunded IN PERSON (Cancellation agreement must be completed in person).

Complete payment of the catering quote must be made if cancellation is less than 14 days before the event.

D. Payments

- a. Payment for deposit or rental fee may be paid via cash or check. If the bank will not process a check, for any reason will cause this contract to be voided.
- b. Checks returned by your bank for any reason will be subject to a \$30 service charge.

E. Bands

- a. The cost and booking of the band will be the responsibility of the renter. **When the rental is a non-private agreement, the doors to the Hall are open to the public at 8:30 p.m.**, and music must end no later than 12:30 a.m.
- b. MUSIC POLICY: Music groups and D.J.'s must set up before the event and break down immediately following the event. musicians must supply all their own equipment extension cords, amplifiers, microphones, speakers, etc., and are responsible for moving their equipment on and off The Buffalo American Legion premises. The Buffalo American Legion is not responsible for instruments/ equipment left on the premises before or after the event.

F. Gambling

- a. The individual/group agrees to conduct no illegal gambling. No raffles may be conducted other than those conducted under a license legally issued by the State Gambling Control Board. In the case of a raffle operated by the individual/group, the license must be prominently displayed, and the raffle ticket must be in a form prescribed by the State Gambling Control Board. No Games of chance may be conducted. No drawings for which a chance is sold may be held.

G. Decorations

- a. Decorations must be approved by Management.
- b. Decorations may not be fastened to the walls with thumb tacks, nails, or staples.
- c. Candles must be completely enclosed in a glass or non-flammable holder.
- d. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the Buffalo Legion Hall and/or on the grounds. No rice, birdseed, or other related items shall be thrown in or around the Facility.
- e. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away.
- f. When in doubt about decorations deemed acceptable, CLIENT must consult with Buffalo American Legion General Manager. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit at a minimum of \$100.
- g. Availability to decorate earlier than the day of any event strictly based on availability of the Event Hall the day before the event. Event Hall availability based on events scheduled up to and including the day before any event.

H. Bar and Food arrangements

- a. The General Manager can assist you in making bar and food arrangements.

- b. No outside caterers are allowed.
 - c. NO food or beverages are to be brought into the building without permission. This includes non-alcoholic beverages.
 - d. Contact the General Manager with respect to bringing in outside cakes and select deserts**
 - e. The final bar arrangements MUST be coordinated with and made by the General Manager.
 - f. Please note that there is an automatic 20% gratuity on all catering, "open bar" arrangements, and on each keg purchased.
- I. Responsibilities
- a. The Buffalo Legion Club is not responsible for articles lost, stolen, or left after the function.
 - b. Damage to the Building or Property will be paid for by the Renter.
 - c. The Renter is responsible for the conduct of guests.
 - d. Minors are not allowed in the bar area after 9 PM. This includes the pool table and game areas. Children are not allowed anywhere in the building without parental supervision.
 - e. Please inform your guests that, if they are under the age of 30, they will be asked to show a valid ID to purchase alcoholic beverages. This also includes the wedding party! Anyone caught drinking illegally or providing alcohol to a minor will be asked to leave.
 - f. The bar will close no later than 12:30 a.m., and all persons must vacate the premises by 1:00 a.m.
 - g. Please check with management before placing items in any of our storage areas. We are not responsible for anything left in our building.
- J. User agrees to defend, indemnify and hold harmless Buffalo American Legion and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Buffalo American Legion or its employees, arising from CLIENT's acts or omissions under this Agreement or any act or omission of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Buffalo American Legion or its employees.
- K. Buffalo American Legion will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.
- L. Security
- a. Buffalo American Legion may require a security staff for events in which size, program and/or nature of program indicate such needs. The Legion will arrange for security to be paid for the Client.

Should a double booking occur, the earliest contract will prevail.

All remaining payments must be paid by cash, check or credit card no later than the conclusion of your function. Rent, Deposit and ½ of the approved catering quotation payment is due upon execution of this contract.

We reserve the right to cancel the contract.

CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof.

By signing below, Client acknowledges that he/she has read and agrees to all above terms and conditions.

CLIENT

BUFFALO AMERICAN LEGION

Signature

Signature

Print Name

Print Name

Organization (If Applicable)

Date

Attachments:

- a. Attachment #1- Rate structure



Buffalo American Legion Club #270

1/1/2019

304 10th Avenue South
Buffalo, MN 55313
763-682-2262
Manager

Attachment #1

Following is the rental rate structure for the Buffalo American Legion Club as of January 1, 2108. All prices are subject to change.

Rental Information: Seating capacity – approximately 300.

| | | |
|--------------------|----------------------------|--|
| Private Rental | \$400.00 | |
| Non-Private Rental | \$300.00 | |
| Damage Deposit | \$100.00 | |
| Kegs | \$300.00 | (Coors, Coors Light, Bud, Bud Light, MGD and MGD Light)- |
| Wedding Champagne | \$15.0 | |
| N/A Champagne | \$7.50 | |
| Basic Liquor | \$3.75 | |
| Call Liquor | \$4.00 | |
| Bottle Beer | \$3.75 | domestic |
| | \$4.00 | all others |
| Canned Pop | \$1.75 | |
| Tap Pop | \$1.75 | |
| Pizza | Current pricing at Legion. | |

Gratuity – all open bar and kegs are subject to 20% gratuity

Champagne &/or wine available through The American Legion Club ONLY. **(No outside liquor or food allowed.)** Check with Management for prices.

Rental includes bartenders

Cocktail waitresses are available to provide service to your guests @ \$35 per waitress for your event. Waitresses will be available for a maximum of 3 hours *unless negotiated at time of contract execution.*

For questions regarding any of the above, call the Buffalo American Legion Club at 763-682-2262. Listed prices are for Friday or Saturday rental. For any other occasion, please call.

Buffalo Legion Hall 763-682-2262- Club 270 @buffalolegion.com