

HALL RENTAL COSTS AND ORDER FORM

FUNCTION: _____ REF ID#: _____

DATE: _____ Hours: _____ PHONE # _____

NAME: _____ ADDRESS: _____

<u>FEES</u>	<u>POST 1700 MEMBER</u>	<u>OTHER POST MEMBER</u>	<u>GENERAL PUBLIC</u>	<u>CHARGE</u>	<u>TOTALS</u>
Hall	\$150	\$200	\$250	\$ _____	
Hall (mtgs)	\$ 25	up to \$75		\$ _____	
Kitchen (*)	\$ 50	\$ 50	\$50	\$ _____	
Pavilion	\$125	\$175	\$225	\$ _____	
Caterer Permit	\$100	\$100	\$100	\$ _____	
				TOTAL RENTAL FEE:	\$ _____

(*) Does not include use of the deep fryer or dish washer.

CLEANING DEPOSIT RECEIVED: (\$50 required) \$ _____

HALL RENTAL RETAINER RECEIVED: (\$50 minimum required): \$ _____

*(The damage deposit will be refunded after a satisfactory inspection by the house manager).
 (The hall rental fee is due if a cancellation is received within five (5) days of the reservation date)
 Hall Rental reservations are for a maximum of four (4) hours).
 Exit time is 12:00 A.M. in the hall and 11:00 P.M. in the Pavilion.*

BEER AND WINE ORDER NEEDS AND PRICES:

	<u>½ KEG</u>	<u>#NEEDED</u>	<u>TOTAL PRICE</u>
LABATTS	\$160	_____	\$ _____
YUENGLING	\$160	_____	\$ _____
COORS LIGHT	\$160	_____	\$ _____
GENESEE	\$130	_____	\$ _____
WINE (5 liters)	\$ 30	_____	\$ _____
Wine Type: _____			BEER/WINE TOTAL: \$ _____

BAR TENDER SERVICES (Required for alcohol served in the hall or pavilion).
 (50 people or more, 2nd bartender required at main bar, 4 hr. minimum.)

NUMBER HOURS x \$10 \$ _____
TOTAL COST: \$ _____

RETAINER & CLEANING DEPOSIT PAID: - \$ _____
BALANCE DUE: \$ _____

Checks payable to "Square Deal Homeowners Org"

Cash Rec'd: \$ _____		If applicable, Refund Cleaning deposit	-\$ _____
Check Rec'd: \$ _____		If applicable, Damage charge	+\$ _____
Check #: _____		* TOTAL PAID:	\$ _____
Received by: _____		(* TP is Total Cost – cleaning refund + damage charge)	
Received Date: _____		(Total cost must be paid prior to the event.)	

I AGREE TO ALL REGULATIONS AND FEES LISTED ABOVE AND RESERVE THE HALL

SIGNATURE: _____ **DATE:** _____