

REQUEST FOR USE OF THE EAGLES CLUB

Date of occasion _____

Name of Person or Party requesting _____

The type of event you will be having _____

Start time of event _____

We will need: Beer _____, Kind _____, Amount _____

Soda _____, Kind _____, Amount _____

.....

HALL RENTAL AGREEMENT & INFORMATION

Instructions and charges related to hall rental:

1. Full Hall--\$300.00; 2/3Hall--\$200.00; 1/3 Hall--\$100.00
A \$50.00 Deposit is required for all Hall rentals.
2. The Eagles Club will prepare and serve food for any occasion for a set charge per person. Cakes or desserts from a Licensed Baker are allowed. **No other food or beverages are allowed.**
3. All liquor, beer and soda must be purchased through the Eagles Club. Beer prices; ½ Bbl-\$350.00, \$14.00 for a pitcher of Beer (Premium Beer extra). Soda is \$7.00 a pitcher.
4. You must furnish your own music for your event.
5. If you cancel 60 days or more prior to your event, your deposit will be refunded.
6. A 20% gratuity will be added to all purchases.
7. Bar capacity-150 persons. Hall capacity-200 persons. (Hall may be divided into two rooms. Small room capacity is 50 persons. Large room capacity is 125 persons).

These conditions are subject to change by action of the Board of Trustees.

The Eagles Club of Merrill thanks you for your business.

Signature _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Amount of Deposit Paid _____ Date _____

Received by _____