



# Nisswa American Legion Event Agreement

## Event Information

Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Arrival Time \_\_\_\_\_

Reserved Area \_\_\_\_\_

Est # of guests \_\_\_\_\_

Social Hour Time \_\_\_\_\_

Decorating/setup \_\_\_\_\_

Catering / Meal time \_\_\_\_\_

Entertainment \_\_\_\_\_

Hall Rental Fee \_\_\_\_\_

## Contact Information

Name/Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

### DAMAGE DEPOSIT

A damage deposit of \$100.00 is due at the time of booking.

### NISSWA LEGION CATERING/DEPOSIT

If using Nisswa Legion catering services, a deposit of 30% of the estimated food catering costs is required. Final guest count is due ten days prior to your event for catered meals. The booking party will be responsible for payment of this adjusted count. Any catered food not consumed will be the property of the booking party. The booking party will be responsible for payment of the event bill, to include hall rental, bar drinks, sales tax, gratuities, food costs (less advance payment) and damage deposit (if applicable) upon completion of the event. The damage deposit will be refunded if there is no damage and all the tables and chairs are put back in their original places. Should the event be canceled within 30 days or less of the event date, the damage and meals deposits will be forfeited.

**OUTSIDE CATERING**

Outside catering will be allowed, upon approval of the board, to be coordinated with Nisswa American Legion in advance. Catering service to be responsible for any food allergens/postings of such. Outside catering will include no beverages of any sort. Any outside catering must be licensed for business in the State of Minnesota and submit a copy of license along with a Certificate of Insurance listing The Nisswa American Legion as additional insured for the event no later than 14 days prior to the event. Outside catering must provide Work Comp Policy for its own employees. The kitchen will not be available for use. Booking Party will be responsible for any items leftover the on the day of the event.

**BEVERAGES**

No outside beverages to be allowed. All beverages to be served by Nisswa American Legion Staff at their discretion. Drink tickets / Keg Beer may be available with advance purchase of the event.

**KITCHEN USE / OUTSIDE FOOD**

The kitchen will not be available for use and no outside food may be brought into the building, except for wedding cakes, cupcakes, or the like. These items must be store bought, no home-made items.

**ENTERTAINMENT**

Entertainment must end at 12:00 midnight. Set up and tear down will be coordinated with Nisswa American Legion in advance of the event.

**PRICING / COSTS / DEPOSITS**

Booking party will be provided with an estimate of cost from The Nisswa American Legion. Actual Event Invoice will be based on final guest count for catering, beverage tickets and/or keg beer plus 20% gratuity, any applicable taxes, open bar tabulations and menu orders. This becomes due at the close of the event, less any deposit. An additional fee of 3.99% will incur for invoices paid on credit or debit card.

*I have read and agreed to the above policies set in place.*

\_\_\_\_\_  
Printed Name / Date

\_\_\_\_\_  
Nisswa Legion - Printed Name/Date

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Authorized Nisswa Legion Signature