BANQUET CONTRACT

Fort Collins, CO Elks Lodge 804

# **Food and Beverage**

No food or beverage from outside sources may be brought into the Lodge or function room by the patron, guest or the patron or attendees. Likewise, no food or beverage from any Lodge function room will be permitted to be removed from the Lodge facility. As a rule, wedding or celebratory cakes and favors are exempt from the rule. All prices are subject to change without notice in accordance with increasing food, beverage or operating expenses. Prices can only be guaranteed 6 months and only when a signed contract is executed and a deposit received.

# **Liquor Regulations**

Per the Elks Lodge BPOE 804 licensing agreement, no person (patron, guest or member) will be permitted to enter or depart the premises with any alcoholic beverage. The only exception to this rule is the outside fenced area on the northwest side of the building adjacent to the northwest hallway door. Your organization understands that the Lodge’s liquor license requires that beverages only be dispensed by a Lodge employee. Please be advised that we reserve the right to refuse alcohol to anyone. At no time we anyone under the age of 21 consume alcohol. We reserve the right to check identification and confiscate and forward questionable identification to the Larimer County Sheriff’s Department.

# **Special Permits**

The Elks Lodge BPOE 804 is a private club, and its liquor license was issued accordingly. All public events require a special permit be applied for from Larimer County. The cost of permits is $125.00 per event which will be paid by the patron at the time the $200.00 deposit is made. All permits must be in the County’s possession 30 days prior to the event.

# **Damage Protection**

A valid credit card number is required as a deposit for all functions of 100 people and above. The credit card will not be charged unless damage occurs to the Elks Lodge building property or Lodge property contained within.

# **Security**

Elks Lodge BPOE 804 will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event. Arrangements for security of exhibits, merchandise or articles set up for display can be made prior to the scheduled event. The Lodge reserves the right to require security guards to be provided at the expense of the client for selected events.

# **Service Charge and Tax**

18% gratuity will be added to the total food bill plus 3.5% tax. Other items such as security and decorations are additional.

# **Payment**

A $200.00 deposit is required at the time of a confirmed booking. Full payment is required at the time of the event. Payment options include cash, check, money order or credit card (Visa, master Card, Discover).

# **Indemnification/Liability**

For valuable consideration, the receipt whereof is hereby acknowledged,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

does hereby agree to indemnify and hold harmless Fort Collins, Colorado Elks Lodge 804, its officers, employees and members from any and all claims, cost of defense or expenses arising out of (description of activity) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, except for the sole negligence of the Lodge.

# **I accept and have read the above arrangements and have noted your terms and conditions.**

Client Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Elks Club Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_