



Lake Chelan Eagles Banquet Contract

Name / Organization						
Type of Event						
Mailing Address						
Home Phone				Cell Phone		
Date of Event				Time		
Credit Card Number						
<i>required for damages</i>						

ALL RENTAL RATES ARE BASED ON A 4 HOUR PERIOD

(Must be out by the time stated)

Banquet Room Rental rates are as follows:

Sunday thru Saturday – 4-hour rental

Non-Members- \$400.00

Members- \$300.00.

You must be a member in good standing for One (1) calendar year to qualify for the discount.

Each additional hour will cost \$100.00 per hour

Use of the Kitchen is \$125.00 per day

Cooking in the kitchen \$200.00 per day

Bar Tender \$150 for 4 hours per bartender

Security Officer (required)\$50 per hour

(2 security officers required when alcohol is being served)

A 200.00 deposit is required to book and hold your date on the calendar. This will also be used as the cleaning deposit, which is refundable depending on the cleanliness of the rented room or kitchen. This includes the stairs; sidewalks & street and no damage is done to the area or any of the contents within said area. The Eagles Management will determine if the deposit can be returned.

The balance of the rental fee is to be paid two (2) weeks prior to the event. Cancellation of the event must be made as soon as possible.

If cancellation is made within 1 week (7days) of the scheduled event date, only half of the deposit will be returned.

BANQUET ROOM RULES:

1. Per the city fire code, maximum of 299 persons may be allowed in the banquet room at any time.
2. No food is to be left out, even if coming back the next day to clean.
3. Must be out by time stated ie; (if ending at 11pm, out of the building at 11pm including DJ equipment etc) Additional time would be deducted from the security deposit to cover the Security officer.
4. No portable grills or BBQ's allowed. Must use kitchen equipment if cooking is needed.
5. **Children need to stay off the stairs and the elevator** and remain in the banquet room at all times & supervised by an Adult.
6. Elevator use is allowed for loading/unloading of banquet items & for the Elderly & Disabled
7. All guests must follow Washington State COVID 19 regulations and guidelines

IF, you are wanting to have alcohol, you will be required to obtain your own liquor permit prior to the start of your event, Permits may be purchased at the Douglas/Chelan County Health District online or in person.

IF, Alcohol is to be served, the following conditions **MUST** be met:

1. The proper permit will be obtained (by the renter) and shown to the Bartender and then posted on the Banquet Bar wall.
2. Alcohol will only be served during those times listed on your permit.
3. No additional alcohol may be brought into the building after the event has started.
4. ALL alcohol must stay in the banquet room & cannot be taken outside or into the stairwells.
5. NO minors will be served Alcohol
6. Volume of music will be respectful of the Eagles club; City noise ordinance requires music to be turned off at 11:00 pm

Security is required for Events lasting past 7:00 pm Monday through Saturday and Events held on Sundays if the Club is closed. The Eagles will provide the security officer at the rate of \$50.00 per hour, but depending on the function, two Security officers may be required at the Eagles club discretion.

There shall be **NO LOITERING** in the lobby, stairway, front of building or City Side Walk's.

ALL events must end at 11:00 pm unless otherwise arranged in writing with the Eagles Club.

CHILDREN MUST STAY OFF OF THE STAIRS & be supervised by Adults or the Eagles Club may ask you to leave.

INSURANCE REQUIREMENTS: (Renter info) _____ must furnish a Certificate of Insurance Naming the Lake Chelan FOE #2218 as Additional Insured on a General Liability Insurance Policy.

The insurance policy shall provide a limit of liability equal to or more than \$1,000,000 per occurrence. The insurance must be from a duly licensed insurance company authorized to do business in the State of Washington.

INDEMNIFICATION: (Renter info) _____ shall indemnify and hold harmless Lake Chelan FOE #2218, its officials, employees and volunteers, from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the use of the building/premises, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of (Renter info) _____, its employees, agents, volunteers or subcontractors.

TERMS AND CONDITIONS: (Renter info) _____, will be financially responsible for any and ALL damages to the building/contents/premises that results from its use of the facility, including property damage, structural damage, smoke damage & personal injury caused by (Renter info) _____, its employees, agents, volunteers, guests or subcontractors which occur in the course of use of the building/premises during the rental period. This is a SMOKE FREE BUILDING/PREMISES. Smoking within the building is strictly prohibited. It is further understood that ANY violations of these rules will be just cause for the Event to be terminated. If the Event is terminated, your rental fee and deposit will NOT be returned at the discretion of the Eagles club.

The undersigned have carefully read, understand and agree to the terms of this Agreement, and further agrees that NO oral representations, statements or inducements have been made.

Banquet Room Rental	\$400	4 Hrs	=	\$400
Additional rental hours	\$100	x	=	
Kitchen Rental	\$200			
Kitchen Use	\$125		=	
Bartender	\$150		=	
Security Officer	\$50hr		=	
Cleaning Deposit	\$200		=	
Damage Deposit	\$500		=	
<i>IF no Credit Card on file</i>		TOTAL	=	

Renter Signature _____ Date: _____

Eagles Club Rep _____ Date: _____