

MOOSE LODGE 602

CATERING/PARTY CONTRACT

FUNCTION _____

DATE _____ TIME _____

MOOSE MEMBER _____ Phone # _____
(Only Douglas Moose Members may reserve the Lodge for extra events.)

There is a minimum charge of \$250.00 for use of the lodge. (A partial nonrefundable payment of \$100.00 is required to reserve date on calendar.) This fee includes set up and cleanup of lodge, coffee, and if needed, Lodge supplies necessary for operation of event. Events taking place on Sunday or Monday (Normally Closed Days) will require an additional fee of \$150.00.

Dinner Functions (50 minimum) _____ minimum charge waived.

Funeral Coffee _____ Donation to help pay
extra help, coffee/tea, and paper products.

Coffees, Bridal and Baby Showers, Birthday Party's and Meetings are limited to Dessert items only. (Cake, Pie, Cookies, Ice Cream, Punch.) Any other food items must be purchased through the Lodge. There is no extra charge for events that take place during regular business hours/days.

PARTY is responsible for cake plates, forks, napkins, and punch cups. PARTY will also supply the punch ingredients unless other arrangements are made.

CATERING SERVICE

Catering service includes: meeting with the PARTY to set up the event.

PARTY agrees to the minimum charge for 50 people for special events.

PARTY ALSO AGREES TO GUARANTEE WITHIN 10% OF THE ORIGINAL NUMBER OF PEOPLE. One week advance notice on guarantee. Payment is due the date of function.

Decorations will be provided by the PARTY. Decorating time is limited to 3 hours. Additional time for decorating can be purchased for \$10.00 per hour. Cleanup of the Lodge and all other services are provided by the caterer. An additional cleaning fee of **\$75.00** will be charged for use of confetti, straw or Easter grass. PARTY is responsible for removal of decorations/property at **conclusion of event**.

CATERER/MOOSE LODGE is responsible for preparation of all other food items requested by the PARTY.

_____ Open Bar _____ Cash Bar _____ Other

_____ Entertainment _____ Other

Liability _____ Newspaper _____

Guest Book Table _____ Cake Table _____

Reserved Table _____ Pool Table _____

Cake _____ Decorating Time _____

FOOD MENU

Guaranteed number of Guests _____ Price _____

Linens

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery designed for writing.