

Francis Scott Key Post No. 11 The American Legion

1450 Taney Avenue
Frederick, Maryland 21702



RENTAL CONTRACT

It is hereby agreed that Francis Scott Key Post #11, The American Legion will provide the goods and services noted below.

_____,
Legion Member

_____,
Identification #

Organization _____

Contact Name _____

Telephone Work # _____ Home # _____

****A copy of a drivers license and member identification card will be required by the sponsoring member.***

1. Type of function _____

2. Approximate number of people attending _____

3. Date of Function: _____

4. Start time: _____ Ending time: _____

- Room Fees 125.00 per bay. 375.00 for entire room
- Entire Room fee is required as a non-refundable deposit
- 4 hour maximum – an extra hour can be purchased for 100.00
- Maximum end time is 11:30 pm

5. Number of bays required: _____

6. Type and number of tables: Round: 4ft _____ 6ft _____

Rectangle: 6ft _____ 8ft _____

7. Staging: Yes: _____ No _____

8. Head Table: Yes _____ No _____ how many seats _____

9. Linen Requirements: (Paper tablecloths and napkins are included in our buffet prices.)

Cloth linens can be supplied for an additional cost. Choose from a large selection of table clothes, napkins, chair covers and much more in beautiful colors and fabrics.

Table cloths – how many _____ color(s)_____

Napkins – how many _____ color(s)_____

Chair covers – how many _____ color(s)_____

10. We provide 12” round glass mirrors at no additional charge: Yes _____ No _____

11. Wedding Arch: Yes _____ No _____

12. Lattice backdrop for special occasion cake: Yes _____ No _____

13. Podium: Yes _____ No _____ Location: _____

14. Appetizers: Serving time: From: _____ to: _____

15. Buffet: Serving time: From: _____ to: _____

16. Selections:

- **Entrée: (1) _____ (2) _____**
- **Salad _____**
- **Starch _____**
- **Vegetable _____**
- **Rolls and butter _____**
- **Tea included with Hot Buffet and served through meal.**
- **Other _____**

17. Bar:

- **Open: _____ from _____ to _____**
- **Cash: _____ from _____ to _____**

LAST CALL will be 30 minutes before closing of the bar.

Parties serving alcohol must be in accordance with all Frederick County Liquor Commission laws. (We must operate under these laws)

A 20% gratuity will be charged for open bar service.

\$30.00 an hour bartender fee for each bartender.

There is a 2 hour minimum and a 4-hour maximum for use of the bar

One Bartender for every 100 adults (per liquor law).

18. Beverages Station - \$2.00 per person-Choose Two:

- **Ice Tea**
- **Lemonade**
- **Fruit Punch**
- **Coffee**