

Welcome to the Francis Scott Key Post #11, American Legion.

We feel proud that you have chosen us to handle your special event. We will provide you with a clean and safe environment. To do so, we ask you to help by following our rules and regulations.

Please read carefully, our enclosed contract. This must be signed by the responsible party/parties to become binding.

PLEASE NOTE:

- **All food and drink must be purchased from the American Legion, with the only exception of special occasion cakes.**
- **Food will be prepared for the number you have indicated in your contract.**
- **The Francis Scott Key Post #11 American Legion reserves the right to adjust food costs seasonally.**
- **All guests must leave the facility promptly at the conclusion of the event.**
- **The event holder is responsible for putting up decorations and taking them down. The legion can set up and/or take down decorations for an additional charge.**
- **Cake cutting fee is .50 cents per guest.**
- **A Band or DJ is permissible. They must be in place before guests arrive. All loading and unloading of equipment must use the back door. Under no circumstances will a band or DJ be permitted to use the front door to bring in equipment.**
- **Parking in the lower and the back lot is permitted. Please honor our designated handicap parking areas. The parking lot to the right of the building is for American Legion members only.**
- **There is a 2-hour minimum and a 4-hour maximum for use of the bar.**
- **\$30.00 per hour for each bartender.**
- **One Bartender per 100 guest.**
- **The main bar/lounge area is only open to the members of the American Legion.**
- **The American Legion Liquor License does not allow the bringing in or taking out of any alcohol. Anyone doing this will be asked to leave.**
- **Bartenders must serve all alcoholic beverages. (NO EXCEPTIONS)**
- **Absolutely no beverages are allowed outside of the building. This includes soft drinks.**

For the safety of your guests and our staff:

- **Children will not be allowed to run around banquet hall.**
- **Children must be under adult supervision at all times and are to remain in the banquet area. They will not be permitted to play in the halls.**

IT IS YOUR RESPONSIBILITY AS THE SIGNING MEMBER TO MAKE SURE YOUR GUESTS COMPLY TO ALL ABOVE RULES

BOOKING INFORMATION / REQUIREMENTS:

- Please make an appointment with our food service manager at 301-662-8042 to fill out a contract, and make a security deposit of \$375.00 which is non-refundable
- There is also a \$125.00 set-up and take down fee.
- The security deposit will reserve the date for your event.
- An additional 50% of the remaining food contract quote will be made 14 days before your scheduled event.
- All moneys received for deposit will be applied to your final billing and the remaining balance is due one week before your event date.
- Default after that time period will result in court proceedings. The responsible party will also be accountable for any or all court fees.
- Returned checks will be charged a \$50.00 fee.
- A final guaranteed count of expected guests is due 14 days before scheduled functions.
- Costs adjustments will be made if your final guaranteed count increases
- In the event the actual total number of guest is less, you will still be charged for the original guaranteed reservation amount.
- All reservations will be booked on first come first serve basis.
 - (No exceptions will be made to this policy)
- Reservation dates are final.

We have the finest in food and beverage service with honest and fair prices. Our menus are prepared with your selection of entrees and personal additions. We will welcome any special request for any particular entree and make every effort possible to fulfill your special occasion with good food and beverages.

We will make every effort to make your event a special memory.

If you have any questions regarding your function, please contact the Banquet Manager @ 301-662-8042 or email banquetmanager@hotmail.com.

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 , or Coffee**

.....**MENU**.....

APPETIZERS

- Assorted cheese & cracker platter..... \$3.00 per person
- Fresh vegetable platter with dip..... \$3.00 per person
- Sliced fresh fruit platter..... \$ - Seasonal
- Potato chips and dip..... \$2.00 per person
- Pretzels \$1.00 per person
- Assorted finger sandwiches..... \$4.00 per person
- Salads (potato, macaroni and pasta salads or coleslaw)... \$2.00 per person

HOT APPETIZERS

- Party wings..... \$6.00 per person
- Meatballs..... \$4.00 per person
(Barbeque, Sweet & Sour or Swedish)
- Crab dip \$6.00 per person
- Chicken tenders..... \$6.00 per person
- Mini tacos..... \$4.00 per person

(Drinks not included with appetizers)

COLD BUFFET: \$13 per person

**Assorted Finger Sandwiches: Ham/Swiss, Turkey/Cheddar, Chicken Salad
One salad choice: Pasta Salad, Potato Salad, or Cole Slaw
One choice: Vegetable Tray or Cheese / Cracker Tray
Potato Chips
Iced Tea**

* A 20% gratuity charge will be added to all food totals and non-alcoholic *
Beverage totals.

HOT Buffets

MENU A (Please choose two)- \$22.00

- Stuffed chicken breasts
- Top round of roast beef
- Fried shrimp

MENU B (Please choose two)- \$19

- Fried chicken
- Baked Ham
- Roast turkey
- Roast Beef (add \$1.00 per person)

MENU C - \$ 15.00 per person

- Legion special: Fried chicken, Mashed Potatoes with gravy, Green beans, rolls, iced tea

Hot buffets are served with:

- One salad choice : Potato Salad, Coleslaw, Pasta Salad
Garden Salad (add \$1.00 per person)
- One starch choice: Creamy mashed potatoes w/ gravy,
Scalloped, Red parsley, or Au gratin potatoes,
Harvest rice, or Macaroni and Cheese
- One vegetable choice: Green Beans, Corn, Peas, Lima beans, Broccoli,
Glazed carrots, Brussels sprouts, Chef's blend
or Sweet peas w/ pearl onions
- Rolls and butter
- Iced tea served through dinner hour

*** A 20% gratuity charge will be added to all food totals and non-alcoholic *
Beverage totals.**

**THE FRANCIS SCOTT KEY AMERICAN LEGION POST #11 WOULD LIKE TO SINCERELY
THANK YOU FOR GIVING US THE PRIVILEGE OF SERVING YOU DURING THIS
MEMORABLE OCCASION.**

“Your satisfaction is our goal”

I am acknowledging that I have read the American Legion Post #11 Rental Contract in its entirety and agree to all its terms, regulations and requirements.

The American Legion Sponsor Member

Signature

Date

****Please note:**

A copy of a Maryland driver’s license and current Legion member card required**

Banquet Manager

Signature

Date