



BANQUET HALL rentals
Lancaster Room

Booking Agreement

To confirm your booking, a non-refundable deposit is required along with the signed form. The deposit will be half the rental price, as per the attached price list. The remaining balance will be due at the time of your event.

Should you need to cancel, a fee will be applied if less than one-week notice is given.

You will be given access 1 hour prior to your event for any decorating/set up you will need. Special arrangements can be made. Clean up/tear down, aside from the volunteer's duty of removing dishes/glassware, is your responsibility. If you choose to come in the next day, if it is available, there will be an additional \$50.00 fee. Please be advised that you are responsible for any damages to the room or property within the room during your event and will be billed for any repairs.

One week prior to your event, a total guest count is required.

Due to liability reasons, NO OUTSIDE FOOD OR DRINKS is permitted. Exceptions are things such as, chips, cake, crackers, pretzels and peanuts.

Outside wine is allowed, with a corkage fee of \$7.50 per bottle. Alcohol is NOT PERMITTED outside the Legion Hall/ Lounge.

There will be a 15% gratuity added to all food and bar invoices. If invoices are being paid by the booking company, an invoice will be available at the end of your event. Individual tabs require a credit card to be held by the bartender until your tab is paid in full.

Please fill out and sign all forms required.

There are several available options for your event, please take a look at the attached price list.



Seating Capacity

Lancaster Hall - SEATING CAPACITY

With Dancing

- 16 Banquet Tables- 128 People
- 9 Round Tables- 72 People

Without Dancing

- 20 Banquet Tables- 160 People
- 9 Round Tables- 72 People

Ortona Lounge - SEATING CAPACITY

- 8 Round Tables with seating options up to 64 People

Evening Events (3-10 hrs)

1-50 People \$300.00
51-100 People \$500.00
100+ People \$700.00

Day Events (3-8 hrs)

1-50 People \$200.00
51-100 People \$350.00
100+ People \$500.00

Meeting/Funeral Services

Less than 3 hrs and does not
require a bartender.
\$50.00 Per Hour

Half the rental price is required upon booking, the remainder will be due on the day of your event. Any catering services requires a deposit of \$500.00.

All bookings include an hour for any set up you may require, as well as your tear down after (the day/night of)

If you chose to do your set up or tear down the day before/after, there is an extra charge of \$50.00 each day. This is only an option if there are no other bookings for those days. For Friday set up, after 8pm only. Sunday tear down needs to be completed by 11am.



Your Choice Banquet Menu

Cost: \$24.95/plate

Salads (Choice of 2) & Vegetables

- Garden • Caesar • Greek • Pasta • Potato • Coleslaw • Broccoli & Cauliflower
- Bean Medley • Corn • Peas • Fresh Carrots

Meats

- Turkey with Stuffing • Baked Ham • Roast Beef • Fried Chicken

Potato

- Garlic Mashed • Roasted Baby Red Herbed • Scalloped

Desserts

- Asst. Squares • Strawberry Shortcake • Cheesecake (Raspberry or Blueberry)

Extra Meat - \$3.00/person

Midnight Lunch Options - \$8.00/person

- Meat • Cheese • Pickles • Crackers • Choice of Salad
- Assorted Squares • Buns



Bar Prices

Cocktails

\$6.75

Any drink made with milk or juice.

Shooters

\$5.00

Hi-Balls

\$5.75

Any drink made with house liquor & pop.

Beer

\$5.50

Import or domestic.

Coolers

\$6.50

Wine

- Glass \$6.30
- 1/2 Litre \$17.50
- Bottle \$22.50-\$25.00
- Spritzer \$4.00

Draft

- Mug \$3.85
- 30oz. Jug \$7.25
- 60oz. Jug \$13.50

For your event, special items can be requested.

Outside wine requires a corkage fee of \$7.50/bottle.

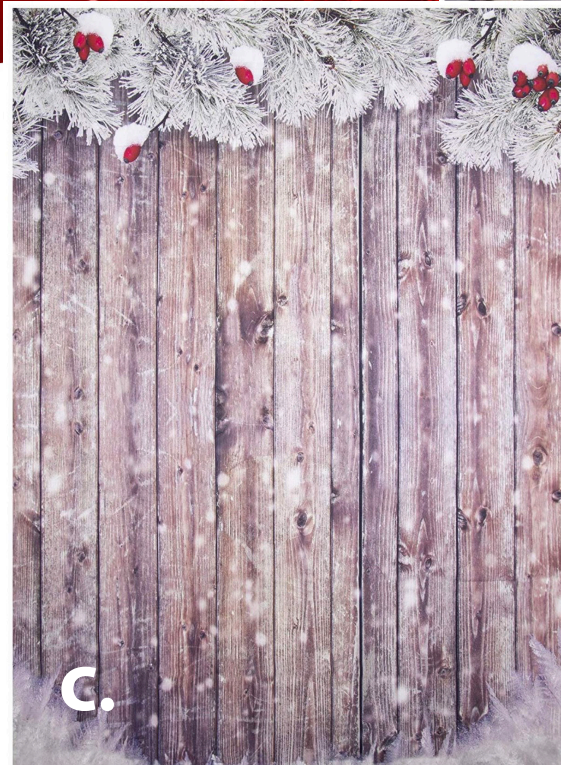
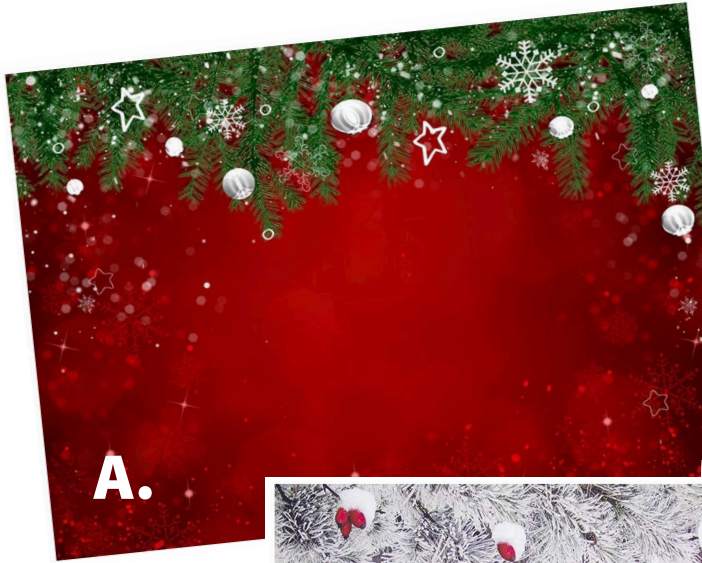
Our bar is also stocked with concession and non-alcoholic beverages.



Christmas Photo Backdrop Rental

\$50/backdrop

24 hour rental. Three options to choose from!
Stand included.



PLEASE COMPLETE THE FOLLOWING RENTAL INFORMATION FORM

NAME: _____

ADDRESS: _____

PHONE/CELL: _____

EMAIL: _____

FUNCTION DATE: _____

of guests expected: _____

GUARANTEED: _____

(office use)

Seating

Table style _____

Hall or Lounge: _____

For your event, the legion has a sound system available to rent for \$75.00.

You will be required to bring your own source of music, such as computer/tablet/phone/etc.

Stereo requested Back Drop A. B. C.

SIGNATURE: _____