

Deerwood American Legion Post 557

Checks to be made payable to WSE American Legion Post 557

Event Date		Today's Date	
Type of Event		Approval Date	
Name			
Address			
City, ST Zip			
Phone			
Email			
Guest Count <small>Guarantee 72 hours prior to event</small>		Event Timeline:	
Meal Selection <small>See Menu options</small>			
Entertainment/ <small>Use of Stage/Screen0</small>			
Room Set <small>Registration Table? Head Table? Gift Table?</small>			
Space Rental Fee <small>(\$50.00 Deerwood American Legion Member) Separate check – to be returned upon final completion of space inspection</small>		\$100.00	
Full Use of Kitchen <small>If food preparation is NOT provided by the Legion</small>		\$200.00	
Partial use of Kitchen: coffee pots, refrigeration, utensils, sinks, etc. <small>If food preparation is NOT provided by the Legion</small>		\$50.00	
Advance Security / Cleaning Deposit <small>Potentially refundable after the event per direction of Kitchen Mngr</small>		\$100.00	
Security / Event Monitor <small>Required for all events with Bar</small>		\$50.00	
Bartender fee is TBD/based on time of event and hours required			
Total due at time of confirmed reservation		\$.	

0 – 25 Guests Meal Cost + Hall Rental
 26 Guests or more Meal Cost + \$5.00 per plate
 NO CHARGE for kid's meals – based on availability
 Space is (based on availability) - 7 days per week.

Rules / Regulations:

- Event space MUST be approved by the Post Board
- All items & space must be cleaned / trash removed and disposed of (outdoor waste receptacle)
- Furniture and Fixtures may NOT be removed from the Post Building
- ALL Alcohol must be provided by the Walter Scott Erickson American Legion 557 Food & Beverage Service (Price list varies and can be discussed with your planner)

I understand and agree that I / we will abide by all rules and that I / we are responsible for all damage to premises or WSEAL 557 Property.

Printed Name

Signature

Date

Post Representative Printed Name

Post Representative Signature

Date

Post Representative Contact information:

Name	Phone / Email