

**VFW Post 5040 / Banquet Facility**  
**240 North Throop Street**  
**Woodstock, IL 60098**  
**815-338-5040**

Charges for \_\_\_\_\_ Party Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_ 2nd Phone \_\_\_\_\_

Number attending event \_\_\_\_\_

Reason for party \_\_\_\_\_

Upstairs/Downstairs/Both      DJ/Band      Set-up time for DJ/Band \_\_\_\_\_

Hall decoration time \_\_\_\_\_

Down Payment \$500 deposit plus 50% of food costs			
Upstairs rental per hour	\$ 100.00		
Downstairs rental per hour	\$ 75.00		
Bartender fee per hour per bartender (2 bartenders required for upstairs event)	\$ 10.00		
Bartender tip <i>minimum</i> per hour per bartender (2 bartenders required for upstairs event)	\$ 10.00		
Pop from the Gun per 100 guests	\$ 100.00		
Beer 1st 1/2 barrel	\$ 150.00		
Beer 2nd 1/2 barrel	\$ 200.00		
Doorman per man/per hour	\$ 45.00		
<b>Food Charges:</b>			
Price per person adult			
Price per person chilled			
Tip is 15% of food only			
Tax is 6.5% of food only			
<b>Extras / Others:</b>			
<b>Total</b>			

VFW Post 5040 / Banquet Facility  
240 North Throop Street  
Woodstock, IL 60098  
815-338-5040

Banquet Service Contract

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Event \_\_\_\_\_

Payment Cash \_\_\_\_\_ Check \_\_\_\_\_ Company Check \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Count estimated \_\_\_\_\_

Deposit amount \_\_\_\_\_

Room Upstairs \_\_\_\_\_ Downstairs \_\_\_\_\_ Both Up & Down \_\_\_\_\_

Style of Service Buffet \_\_\_\_\_ Family \_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bar: Cash bar \_\_\_\_\_ Bar included \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This contract is legally binding and is not subject to cancellation without expressed written agreement between all parties.

\_\_\_\_\_  
SIGNATURE AND DATE (CLIENT)

\_\_\_\_\_  
SIGNATURE AND DATE (VFW)