

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 | | |
| 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 | | |
| Food Charges: | | | |
| Price per person adult | | | |
| Price per person chilled | | | |
| Tip is 15% of food only | | | |
| Tax is 6.5% of food only | | | |
| Extras / Others: | | | |
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| | | | |
| Total | | | |

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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)