

**Hall Rental Agreement
Fraternal Order of Eagles
526 Laurie Lane
Billings, Mt. 59105
406-248-4785**

Downstairs Room	Members	Non-Members
Large Room (100-150 guests)	\$200.00	\$300.00
Upstairs Room (50-100 guests)	\$50.00	\$175.00

\$125.00 Non- refundable Cleaning fee. \$200.00 of the Rental cost must be paid in order to reserve a room. The balance is due no later than 7 days prior to the event. Cancellations must be made 15 days in advance in order to receive a refund.

Cancellations not made 15 days in advance will not receive a refund.

Service Bar:

1. A minimum of \$150.00 (example: till rings up \$125.00 you owe \$25.00)
2. \$8.50 per hour for a Bartender or cocktail server
3. All beverages MUST be purchased through the FOE
4. If you would like to hire a Band or DJ music must end at 1:30 am.
5. Everyone must vacate premises by 2:00 am.

Name of Party _____ Phone# _____

Date _____ Time _____

Number of guests _____ Service Bar Yes/ No

Special Instructions:

Person responsible for Rental Name and Address (Please Print)

***I HAVE READ AND UNDERSTAND THE ABOVE CONTRACT AND
AGREE TO THE TERMS AND CONDITIONS OF THE CONTRACT.
SIGNATURE: _____***