



FRATERNAL ORDER OF EAGLES MORRIS AERIE #620 CLUB RESERVATION FORM

7 East 8th Street • Morris, Minnesota 56267 • (320) 589-4380

Form must be completed and returned no later than 45 days before event



PART A • EVENT INFORMATION

Event name _____ Bride Name (if applicable) _____ Groom Name (if applicable) _____

Date of Event _____ Arrival Time _____ Event End Time (No later than 1:00 a.m.) _____

Approximate number of people attending _____ Guaranteed number of people attending _____
(Need (1) week prior to event)

Requested setup time/date _____

Setup requirements _____

PART B • CONTACT/BILLING INFORMATION

Contact/Billing name _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

PART D • KITCHEN

Private events can use the on-site kitchen. Kitchen must be cleaned after use. Additional cleaning charges will be taken out of facility deposit to cover necessary cleaning.

A. Will kitchen be used by an outside party, other than EAGLES CATERING? Yes No

PART E • FOR OFFICE USE ONLY

THE INFORMATION BELOW IS TO BE COMPLETED BY THE HEAD BARTENDER/BOARD REPRESENTATIVE ONLY

1. Date form and deposit received _____
2. \$ deposit received *Attach to form*
3. Entertainment Rebate amount \$
4. Kitchen was found in Satisfactory Unsatisfactory condition _____
If "Unsatisfactory," amount taken from deposit \$ Inspected by _____
5. Damage, cleaning or additional costs needed from deposit \$
6. Deposit amount returned \$ Date returned _____

PART F • ADDITIONAL COMMENTS AND REQUESTS

Large empty rectangular area for additional comments and requests.

I agree that all of the information is correct and complete. I understand that any and all changes need to be discussed with the Morris Aerie of the Fraternal Order of Eagles within two (2) days of change. I will not use the facility to dispose of questionable refuse after the above event, nor leave any refuse within the facility. All items left at the facility after seven (7) calendar days become the property of the Fraternal Order of Eagles. I also understand that the submitted deposit may be used to cover damage to property, fixtures, debris removal and so forth at the sole discretion of the Board of Trustees upon completion of event.

Signature

Date

Board Representative

Date