

***AMERICAN LEGION POST 526
(DIGNAM-WHITMORE)***

legion526@sbcglobal.net



***BANQUET ROOM AND CATERING
INFORMATION GUIDE***

"AFFORDABLE ELEGANCE"

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Introduction and General Information

We appreciate you looking at or choosing our facility as the place you wish to hold your reception, special event or other function. Thank you!

We recognize the significance of any event and take pleasure in assisting you in making your event special and memorable. You have chosen one of the finest facilities available in the immediate area. We offer ample parking for our guests as well as a hall capacity of 285 people.

Please feel free to email us at legion526@sbcglobal.net, subject of "Hall Rental". Please include your name, date and type of event, estimated number of guests and a phone number our event coordinator may use to contact you. You may also call our facility at 937-878-3831 to leave a message for our event coordinator. Your call will be returned as soon as possible.

This brochure has been developed for your convenience. It contains various menu suggestions and other information that you should be aware of while planning your event. Additionally, our event coordinator will assist you in your planning, perhaps offering suggestions based on our long catering experience.

Checklist: These are some of the topics you will need to discuss with our event coordinator when arranging your banquet hall rental and / or catering service.

1. Reservation date for your event
2. Starting time and duration
3. Number of guests expected
4. Selection of the menu
5. Type of bar, if required
6. Seating arrangements or special needs
7. Decorations for the hall

Although we do not accept credit or debit cards for payment, in the event you or your guests need ready cash, we have an ATM machine on the premises. The event monitor will be pleased to assist you.

Hall / Banquet Rental and Decorating

All balances are due and payable at the end of the rental period. For services rendered, we accept only cash or checks. Checks are payable to American Legion Post 526.

Room Deposit

A deposit of \$300 is required at the time your reservation is placed on our event calendar. This deposit will be applied as a credit toward the total computed amount due. If you should cancel your date, this deposit becomes non-refundable.

Hall Rental

The hall rental fee is calculated on a per hour basis. The rate is dependent upon if our organization is privileged to cater your event or if you wish to self cater or even hire an outside caterer.

Decorating

Many times, whether for a wedding, party, or other event, friends, families, and associates wish to add a personal touch. You are permitted to do your own decorating in the facility. One idea we recommend to our clients, is to use the decorations we supply, adding something which might be significant to your relationship or event, thus creating your own personal touch.

1. Basic decorating includes a candle hurricane lamp and mirror center piece set on each table. Pricing is dependent on the quantity of tables being decorated.
2. Additional decorating services are available in our inventory such as an arch, mailbox or wishing well. There is a small fee associated with each of these additional items.
3. Personal items: Many brides receive gifts or have family treasures they wish to use at their reception. Such items may include cake knives, server trays, engraved goblets, special tablecloths, silver tea service, napkins or matchbooks, and other items. We will be happy to arrange these items for you if you ensure they are delivered to the Post within a reasonable time prior to your reception. Please be aware that safeguarding such items is not the responsibility of the American Legion.

Although we appreciate the idea of throwing rice or birdseed (especially at weddings) we ask you and yours not to engage in this activity. Confetti, glitter, sparkles, rice/birdseed and other similar items cause serious damage to our cleaning equipment. Please refrain from the use of any of these materials, as an additional charge of \$300 will be assessed to the event's final invoice. Decorations attached to the walls, ceilings, or fixtures by any means within the hall/banquet room are not permitted. Please be aware, this type of decorating will result with an additional fee of \$300 added to the final invoice

Table Coverings and Skirts

Table coverings and skirts are available in either cloth or plastic – prices are dependent which you type of material you desire. We do recommend a table skirt for each head table at your event. Perhaps in the case of wedding receptions, we also recommend the use of a table skirt around the cake, gift and disc jockey tables.

Hall Cleanup

There is a mandatory cleanup fee on all rentals – we sincerely feel you should enjoy your event from the beginning to the end. When you leave, please make sure you take your personal items.

Additional fees

Additional fees will be applied for any fraction of an hour over the contracted time period. The hall must be vacated shortly after the contracted rental hours to avoid the additional rental fee. In all cases the hall must be vacated not later than midnight.

Kitchen Use

Our facilities kitchen will not be available for use. Limited approval by the event coordinator may be granted for refrigerated items only.

Bar Facilities

We do offer a full service bar within our banquet facility. There is a minimum sales guarantee applied to any of the bar types described below. In the event the total does not met or exceed this minimum, the contract holder will be responsible for the computed difference. The event coordinator will discuss all minimums and costs with you during the initial briefing period.

Our facility only accepts cash from guests when ordering beverages. A cash register is used to account for all beverages ordered no matter what type of bar arrangement (see descriptions below) is utilized. Please note, various laws exist which regulate consumption of alcoholic beverages outside of facilities such as ours. Under no circumstances will alcoholic beverages (in any form) be brought into or taken out of our facility by a client or their guests.

Cash-on-Delivery (COD) Bar

As the name would imply, your guests pay for their own drinks as they are served. The host or hostess (usually the person who contracted the facility) will establish the opening and closing bar hours.

Open Bar

This is the type of bar where the host/hostess would be responsible for payment of all drinks ordered. Payment would be expected at the conclusion of the event. That person may request a sub-total reading at any time from the bartender on duty. The host / hostess will determine the length of time of the open bar as well as the cost limit.

Combination – COD and Open Bar

This is a situation where the host/hostess wishes to spend a specified amount of money for an open bar. When that limit is reached, the host / hostess will be notified and then will determine whether to continue with an open bar or revert to a COD bar for the remaining time of the event. Another example is if the host/hostess wished to have an open bar for specific guests such as a wedding party while others would be COD. The host / hostess can pay their portion (open) of the bill by cash or check.

Keg Beer

Keg beer is available for you and your guests. However the cost of each keg does not contribute to the bar minimum sales guarantee as previously described.

Catering Menu

We offer several menu selections for your catering consideration. If your choice is not listed, custom menus are available upon request – consult with our event coordinator. A minimum charge will be assessed for small groups of 50 or less based on dining population of 50 people. All dinners are served buffet style by members of our Legion family. A gratuity charge is not included on any menu item nor will you be asked to include a gratuity. We feel if you wish to include a token of your appreciation, feel free to do so. The Legion family members serving you are all non-paid volunteers. All menus include glass and silverware which has a fixed fee per setting. You may request plastic plates and utensil settings for a slightly lower fee.

Cakes and Flowers: We believe you should refrain from ordering wedding cakes and flowers for your event from our organization as these items are very personalized to the participant. For such items, we request you may make delivery arrangements to the Legion Hall with your cake maker or florist. Some desserts may be ordered via the Post (check with the event coordinator) for certain events.

Final guest count for catered dinners must be submitted to the hall / banquet event coordinator not later than two weeks in advance of the event. Failure to notify the event coordinator within that period of time may result in:

1. Not enough food for your guests
2. A charge based on your estimated guest total

Hot Menu Selections

Char Grilled Sirloin Steak

Char Grilled Sirloin Steak served with choice of Au-jus or Beef Gravy

Choice of Potato and Vegetable

Mixed Garden Salad with Dressing

Dinner Roll

Coffee / Iced Tea / Water

*Cheese and Vegetable Tray ***

Oven Roasted Prime Rib

*Oven Roasted Prime Rib of Beef served with Au-jus and Horseradish
Beef Gravy is available on request
Choice of Potato and Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Coffee / Iced Tea / Water
Cheese and Vegetable Tray ***

Choice of One Meat Entree

*Salisbury Steak, Boneless Grilled or Baked Chicken Breast,
Oven Roasted Top Round of Beef, or Boneless Baked Ham
Beef or Chicken Gravy is available on request
Choice of Potato and Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Coffee / Iced Tea / Water
Pickle Tray*

Choice of Two Meat Entrees

Oven Roasted Top Round of Beef served in Au-jus
Boneless Grilled or Baked Chicken Breast*
Choice of Potato and Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Coffee / Iced Tea / Water
Cheese and Vegetable Tray **
Beef or Chicken Gravy is available on request*

**Both meat entrees will be available but limited to one per guest. Please add \$2 per guest should both meat entrees be equally available.*

Oven Roasted Chicken Cordon Bleu

*Oven Roasted Chicken Cordon Bleu
Chicken Gravy is available on request
Choice of Potato and Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Coffee / Iced Tea / Water
Cheese and Vegetable Tray ***

Oven Baked Chicken Parmesan

*Oven Baked Chicken Parmesan served with Spaghetti
Choice of Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Choice of Potato may be substituted for the spaghetti if desired
Chicken Gravy is available on request
Coffee / Iced Tea / Water
Cheese and Vegetable Tray ***

Oven Roasted Cornish Hen

*Oven Roasted Cornish Hen
Chicken Gravy is available on request
Choice of Potato and Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Coffee / Iced Tea / Water
Cheese and Vegetable Tray ***

Oven Roasted Medallions of Pork Tenderloin

*Oven Roasted Pork Tenderloin Medallions
Served on Toasted Croutons with Gravy
Choice of Potato and Vegetable
Mixed Garden Salad with Dressing
Dinner Roll
Coffee / Iced Tea / Water
Cheese and Vegetable Tray ***

Hors D'oeuvres

*Assorted Miniature Sandwiches, Swedish Meatballs, Hot and Mild Wing Dings,
Cocktail Hotdogs in our special BBQ sauce
Vegetable Tray with Ranch Dip**
Coffee / Iced Tea / Water
A cheese tray may also be ordered with this menu*

Special Order Menu

*If you are interested in something other than our selections,
please ask our event coordinator about special order menus.*

Potato Choices

Mashed Baked Au-Gratin Scalloped Parsley

Vegetable Choices

*Seasoned Green Beans Buttered Carrots Buttered Lima Beans
Buttered Corn Buttered Peas California Medley*

Cheese/Vegetable and other Trays

*** Many of our menu selections include a cheese, vegetable, or pickle tray. You may order additional trays (Cracker, Pickle Fruit Bowl, Vegetable, Cheese (cubed) and Meat.*

Meat trays are offered at a fixed price per pound. These trays include deli sliced ham, turkey breast, and roast beef. Bread and condiments are also provided) – Please consult with the event coordinator regarding quantities needed.

Watermelon Boat (seasonal) – is available at a fixed price per guest.

Cold Menu Selection

Assorted Deli and Cheese Trays

Assorted deli-sliced meat tray consisting of Baked Turkey Breast, Ham, Roast Beef

Assorted sliced Cheese Tray consisting of Swiss, American, Colby, and Hot Pepper

Potato Salad, Baked Beans, Creamy Cole Slaw

Fruit Salad, Pickle Tray

Coffee / Iced Tea / Water

There is a small additional cost per guest for each of the following:

German Potato Salad and / or Macaroni Salad