

Firefighters / Postal Lake Club Bar Reservation Form

Check No.

Member Name: _____ Phone _____

Address: _____

City _____ State _____ Zip _____

Date Requested _____ Starting Time _____ Ending Time _____

Type of Event _____

Name of Person Event is for: _____ & Relationship to you: _____

Approximate number of people attending: Members: _____ Guests: _____

Food Catered: Yes No Name of Caterer _____

Draft (keg) beer# _____ Brand _____

Number of bartenders needed: _____

Bartender Names: 1. _____ 2. _____

3. _____ 4. _____

Bar Reservation Deposit \$50.00 How Paid: Cash _____ Check No. _____

Keg Beer Deposit _____ How Paid: Cash _____ Check No. _____

Miscellaneous Information _____

READ CAREFULLY AND SIGN BOTH PAGES

Signature: _____ Date _____

Post Party Information _____

Firefighters / Postal Lake Club Bar Activity Reservation Form

_____ will reserve the bar on _____

for the deposit of: _____ from: _____ until: _____

- Event bar prices will be in effect.
- Bar events / parties shall not exceed 45 people. 1/2 the city code capacity of the room.
- It is understood bar rentals are secondary top banquet hall rentals. The reputation of the club as a top notch banquet facility must be considered.
- People using the banquet hall shall have access to the main bar and feel comfortable about using the two entities.
- People renting the banquet hall shall have access to the patio. If the bar party uses the patio, it must be shared. Be considerate.
- The jukebox should not be so loud as to be heard in the banquet hall.
- Trash (plates, cans, bottles, outside ashtrays, etc.) from the bar party, both inside and outside shall be picked up and disposed of in the outside dumpster at the end of the event. Bar top, table and chairs are to be wiped down and carpet vacuumed. This must be done by 10:00 am of the following day. Failure to do so will forfeit check.
- The kitchen and its equipment, if used, shall be cleaned and put away at the end of the party / event.
- If using a caterer, there is a Board approved list from which to choose. Or you may come before the Board, at least a month before your event, to obtain permission to use someone not on the list.
- Absolutely **NO** scotch tape on walls or woodwork.
- Any **decorations** used shall be taken down and properly disposed of at the end of the event.
- The undersigned is responsible for tending bar or providing a bartender for said event.
- If the bar party is your own, bartenders are allowed to accumulate hours.
- All tips are distributed amongst the bartenders. If a member has a bar party, all tips are to be given to the club.

I am in agreement of the above conditions: _____

Sign your name

Print your name