

American Legion Post #26  
702 West 35<sup>th</sup> Street  
Davenport, Iowa 52806  
563-322-4971  
[www.iowalegion26.org](http://www.iowalegion26.org)

Dear anticipated customer,

We at American Legion Post #26 are excited to be able to share with you what we believe to be one of the best catering opportunities for you to choose from. We are efficient and focused on providing the best quality product at the best possible price. We have provided you with some catering menus to review and hopefully be able to choose us to host your event.

When planning your next Party, Meeting, Wedding or Special Event keep in mind that you will want that personal touch that we can provide. We have prepared meals for many different events from 10-300 people. The one thing that people like about us is the personal caring and service we provide and that we work with our vendors to assist us in choosing quality food service products. We understand that planning an event may not be easy, but we at American Legion Post #26 will assist you in making this a memorable event. Attached you will find a sample of some menu selections and pricing, but keep in mind we are capable of developing the right menu to meet the needs of your special event.

Event Planning is one of our strong points; we understand that pre-selected menus may not always meet your needs. We at American Legion Post #26 will take the time to assist and organize your own menu selections based on budget and event restrictions. We provide meeting space for small groups or events up to 300. We can accommodate several events at the same time.

Once again, we hope that with the information provided that you will be able to choose American Legion Post #26 for your next event. It is our goal to see that we accomplish the satisfaction that is expected from all of our customers.

Respectfully,

Terry Dell, Post Business Manager

# AMERICAN LEGION POST 26 FACILITY RENTAL AGREEMENT

Reservations for the use of the American Legion Hall Facility must be made through:

**Davenport American Legion Post 26**  
702 West 35<sup>th</sup> Street, Davenport, Iowa 52806

**\*Reservations must be made in person\***

For further assistance, call: (563)-322-4971 (Jeanette Smith, Post Office Mgr.)  
(563)-320-9956 (Terry Dell, Post Business Mgr.)  
(563)-340-7028 (Andrea Kimmerle, Auxiliary President)  
(563)-210-9633 (Roger or Lolita Dell, Kitchen Mgrs.)

Rental reservations for most events need to be made at least five (5) working days prior to the event excluding funeral luncheons and emergency situations. Reservations can be accepted a year in advance prior to the event. Any event scheduled beyond one year out requires a \$25.00 non-refundable hold date, charge will be applied toward event charges when the event occurs. Each event is regarded as a separate rental charge. Rental rates may be waived depending on event or food purchases.

DAYS:	NON-MEMBER PRICE	MEMBER PRICE
SUNDAY through THURSDAY	\$200.00 + cleaning fee	\$100.00 + cleaning fee
FRIDAY and SATURDAY	\$300.00 + cleaning fee	\$150.00 + cleaning fee

SECURITY GUARD (If Required)	\$15.00 per hour
CLEAN UP FEE	\$25.00 under 50people; \$75.00 for 50 + people
DAMAGE DEPOSIT	\$50.00
BARTENDER RATE	\$10.00 per hour

**Member rate to include immediate family (member MUST be present at the entire event).  
A Member is considered as a Post 26 Member with current year dues paid.**

Facility use cannot be reserved for more than one rental period unless permitted in special circumstances by the Davenport American Legion. A rental period is determined to be the hours designated as the rental time. ***SUB-LEASING/ RENTAL OF THIS FACILITY IS PROHIBITED.***

## **RENTAL TIMES**

Rental Times for the Davenport American Legion Building are:

**SUNDAY- THURSDAY - 8:00 AM to Midnight**  
**FRIDAY 11:00 AM to Midnight**  
**SATURDAY 8:00 AM to 1:00 AM**  
**(Rental not available during regularly scheduled Post Meetings and Events)**

Early entry is not allowed unless the Davenport American Legion gives prior authorization.

**WALK THROUGH**

A walk-through of the facility with the rental attendant is required. The walk-through should take approximately 20-30 minutes. The renter is required to be present for the walk-through. The walk-through will be arranged before the event. The rental attendant will be in contact with the renter to arrange a specific time.

The renter must meet all the responsibilities before the rental attendant signs the inspection report after the event. Use of the facility prior to the rental period is not permitted. The renter may enter the facility the night before the scheduled event to decorate if prior permission is obtained and no other functions scheduled, (**\$10.00 per hour fee could be applied**). The renter or a designated, responsible individual is to be at the facility during the entire event. The rental attendant is to be informed of the responsible party's identity in the event the renter leaves the function.

**SECURITY**

SECURITY (if determined necessary by Davenport American Legion)

The renter is responsible for the following:

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Security guards have the authority to stop an event or call local law enforcement for the following reasons:

- Physical altercations occurring during an event.
- Minors being served alcohol or use of illegal drugs inside or outside the facility.
- Destruction of City or Davenport American Legion property. Any event closed Down by the Davenport Police Department or the security guards will subject the Renter to loss to of all deposits paid as well as any additional costs, which may be incurred.

**CLEANING REQUIREMENTS**

Cleaning of the hall is contracted by Post 26 and charged back to the renter according to the size of the event. Renters are required to remove all personal belongings, decorations, and other items immediately following the rental. Prior arrangements must be made, if overnight storage of personal items or food is required. Contact your Post 26 representative, if other arrangements are needed for cleaning and or storage and pickup of personal items. There is a public address (PA) system available for rent. This fee is \$10.00. The renter assumes responsibility for any damage resulting from the use of the PA system. The property and equipment within the building is not to be removed from the premises. Smoking is **NOT** permitted within the facility. Ashtrays are located outside the rear entrance of the building.

## **ALCOHOL**

Alcoholic Beverages are to be consumed within the building **ONLY**. No Alcoholic Beverages are to be consumed outside of the building, within the parking area, or on streets or sidewalks adjacent to the building. Alcoholic Beverages Curfew shall be observed at the hour of **12:00 AM**. All alcoholic beverages shall be removed from public view and not be available for consumption after midnight (Excluding Saturday Rental, 1:00 AM). Violations of this section may subject the renter to immediate suspension of the event and additional costs. Alcohol being served or sold without prior approval from Davenport American Legion may result in a forfeiture of the security and damage deposits. Alcohol shall not be served nor sold at youth oriented events. Any opened containers shall become the property of the Davenport American Legion. See renter's alcohol statement (Attachment 1)

## **BARTENDER – BEER & LIQUOR SALES**

**All alcohol and soft drinks must be purchased from the Davenport American Legion.**

When alcohol is served, a Davenport American Legion Bartender(s) must be used. For events having 1 to 100 in attendance one (1) bartender will be used. For those events of 100 to 200, two (2) bartenders must be used. For events of 200 to 300 three (3) bartenders must be used. The fee for each individual will be \$10.00 per hour.

## **DECORATIONS**

**ALL DECORATIONS MUST BE FIRE RETARDANT.** Tacks, pins, and transparent tape are not permitted on the walls. Only masking tape on the metal portions of the ceiling or walls is permitted. Some Confetti, Glitter Products, Real Grapes and Berries cannot be used as decorations. Violation of decorations used could cause forfeiture of damage deposit. If you have questions on decorations to be used please ask for approval prior to use.

Maximum Capacity for the Davenport American Legion Building is 340 people. The Fire Marshal has determined this number of people to be a safe occupancy for the building. The maximum number of people shall not be exceeded. Room capacities are posted in each room. Violation of maximum capacity may result in closure of the event.

## **Information:**

Rental term violations and/or safety or security concerns may result in immediate closure of the event and subject the renter to possible extra charges. Smoking is limited to the rear entrance area only. Ashtrays are provided in those areas. Any damages to the facility due to smoking, i.e.; floor, will be charged to the renter.

Doors Are to Be Kept Closed during the use of the Davenport American Legion Building. All doors will remain **CLOSED** during the **ENTIRE** time of the event. This is to insure that noise is kept at a minimal level and that the heating or cooling is kept in efficient use.

### **HALL RENTAL FEES AND DEPOSITS**

(See Attachment 1)

Rental Fees and Deposits must be paid prior to the event. A minimum of half the rental fee and deposits are required at the time of the reservation. The remaining balance must be paid two (2) weeks prior to the rental date. Non-payment of the balance will result in forfeiture of rental date. When the “after event” inspection of the Hall is complete, the deposit will be returned to the renter or a portion, if any, according to damage found.

Cancellations will be accepted within ten (10) working days prior to the rental date. A \$50.00 cancellation fee will be charged for reservations canceled within the time allowed. A penalty of one-fourth of the fees and deposits will be charged for cancellations of less than ten (10) working days.

Deposit Refunds are given when: Prior to the next scheduled event the cleanliness and condition of the premises are determined to be within standards. Any charges for damage, loss, excessive cleaning or additional custodial duties shall be deducted from the deposit. Costs exceeding the deposit will be billed to the renter. The report regarding the condition of the premises will be available from the Davenport American Legion after the rental. \*The deposit will be refunded only to the person or organization whose name appears on the rental receipt\*.

**DEPOSIT REFUNDS TAKE A MINIMUM OF 5-10 WORKING DAYS TO PROCESS**

### **American Legion Post #26 must provide all Food, Beverage and Catering**

(See Attachment 2)

All food & beverages must be purchased from American Legion Post #26. We provide a menu for selections for any meal types. Items not listed in the attached menu selection guide can be prepared if requested and equipment is on hand to prepare. The only exception to this policy is that cakes for parties, weddings or special events can be brought in with prior approval.

All food service and catering requires a final meal count 96 hours prior to the event and must be paid for at that time.

**See the following Menu Selection Guide for ideas and pricing.**

## Breakfast Selections

### **Continental Breakfast**

Choose from two items: Donuts, Muffins, Bagels, Danishes

**Includes: Choice of Juice and Coffee**

**\$4.95**

***With Fruit: \$5.95***

### **Breakfast Buffet**

**Scrambled Eggs, Hash Browns, Sausage, Biscuits**

**Includes: Butter, Jelly & Choice of Juice and Coffee**

**\$6.95**

***With Sausage Gravy \$7.95***

### **Deluxe Breakfast Buffet**

Scrambled eggs, Hash Browns, Sausage, Biscuits, Sausage Gravy, Assorted Muffins, Danishes and Fruit

**Includes: Choice of Juice and Coffee**

**\$8.95**

**Price Per Person**  
***(Minimum 10 Guests)***

**Box Lunch Selections**

**Box Lunch**

*Includes: Choice of Sandwich, Choice of Salad,  
Chips & Cookie*

**Choice of 1 Sandwich: Tuna Salad, Club, Chicken Salad or Garden  
Veggie**

**Served on Choice of: Croissant or 7" Deli Roll**

**Choice of 1 Salad: Potato, Broccoli, Cole Slaw, Rotini, Mostacholli  
or Macaroni**

**\$7.50**

***With Beverage: \$8.50***

**Price Per Person  
(Minimum 10 Guests)**

**Hot Lunch Selections**

**All American Buffet**

**Hamburger, Hot Dog, Bake Beans, Potato Salad & Chips**

**Includes: All Condiments**

**\$7.95**

**Bake Potato Bar**

(Choice of Four Toppings)

**Chili, Cheddar Cheese, Chopped Onions, Broccoli, Bacon, Ham,  
Turkey, Mushrooms, Black Olives**

**Includes: Butter & Sour Cream**

**\$7.50**

***With Salad & 3 Dressings \$8.50***

**Mexican Buffet**

Seasoned Ground Beef or Chicken, Flour Tortillas, Cheese, Lettuce, Salsa, Sour Cream, Diced Tomatoes, Taco  
Sauce & Tortilla Chips

**Includes: Rice and Refried Beans**

**\$8.95**

***Italian Buffet***

**Lasagna or Spaghetti with Meatballs, Tossed or Caesar Salad,  
Dinner Rolls & Butter**

**\$8.95**

***With Beverage Add \$1.00 Per Person***

**Price Per Person  
(Minimum 10 Guests)**



## Dinner Selections

### **1 Entrée With 2 Sides**

**\$9.95**

2 Entrees With 3 Sides

**\$11.95**

3 Entrees With 3 Sides

**\$13.95**

### ***Entrée Selections***

Fried Chicken, Salisbury steak, Ham, Meatloaf, Grilled Chicken Breast with Marinade, Roast Beef, Boneless Pork Ribs, Homemade Lasagna, Beef Cavatelli or Turkey

### ***Side Selections***

**7 Layer Salad, Toss Salad, Caesar Salad, Baked Potato, Mash Potatoes with Gravy, Ranch Potato Bake, Green Bean Casserole, Scalloped Potatoes, Seasoned Dressing, Green Beans, Buttered Corn and Carrots**

**Includes: Dinner Rolls & Butter**

***With Beverage Add \$1.00 Per Person***

**Price Per Person  
(Minimum 10 Guests)**

## Dessert Selections

### **Plain Cheesecake**

**\$3.95**

***With Choice of 1 Topping \$4.95***

### Baked Fruit Crisp

**Apple, Cherry or Blueberry**

**\$2.95**

***With Ice Cream \$3.95***

### Frosted Brownies

**\$1.95**

**Apple, Cherry or Pumpkin Pie**

**\$2.95**

### Cookies

**Chocolate Chip, Oatmeal, Raisin or Sugar**

**\$1.00**

**Ask about assorted trays or other options!**

**Price Per Person**  
***(Minimum 10 Guests)***

## Custom Party Trays

### **12" Small Tray**

Serves Up to 15 People

### 16" Medium Tray

*Serves Up to 25 People*

### 18" Large Tray

*Serves Up to 35 People*

<b>12" Meat &amp; Cheese Tray</b>	<b>\$23.95</b>	<b>With Buns \$29.95</b>
<b>16" Meat &amp; Cheese Tray</b>	<b>\$29.95</b>	<b>With Buns \$37.95</b>
<b>18" Meat &amp; Cheese Tray</b>	<b>\$38.95</b>	<b>With Buns \$43.95</b>

**(Includes Roast Beef, Turkey, Ham & 2 Cheeses**

**(Meat & Cheese Trays with Buns includes Condiments**

<b>12" Vegetable Tray</b>	<b>\$17.95</b>
<b>16" Vegetable Tray</b>	<b>\$22.95</b>
<b>18" Vegetable Tray</b>	<b>\$27.95</b>

*(Includes: Broccoli, Cauliflower, Carrots, And Tomatoes With Ranch)*

**DAVENPORT AMERICAN LEGION POST 26 HALL RENTAL AGREEMENT**  
(Attachment 1)

I, \_\_\_\_\_ have read and agree with the rules and policies of the attached hall rental agreement.

Alcohol will \_\_\_\_\_, will not \_\_\_\_\_ be either served or consumed at this event.

Deposit ½ Rental Fee	\$ _____
Public Address System fee	\$ _____
Clean Up fee	\$ _____
Damage Deposit	\$ _____
Security Guards (if required, how many _____)	\$ _____

Balance Due (2 weeks prior to date of event)

Date Due \_\_\_\_\_ \$ \_\_\_\_\_

Renter \_\_\_\_\_

Address \_\_\_\_\_, City \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Approx. # Guests: \_\_\_\_\_

Check # \_\_\_\_\_, Date \_\_\_\_\_

Legion Sponsoring Representative: \_\_\_\_\_

Application Received by: \_\_\_\_\_, Phone \_\_\_\_\_

Beverages Costs \$ \_\_\_\_\_

Total Received \$ \_\_\_\_\_

**Event Walk Through Information and Meal Request**  
(Attachment 2)

Date of initial walk through of facility: \_\_\_\_\_ Legion Member: \_\_\_\_\_

I, \_\_\_\_\_ have been provided a tour of the facility and understand the space available for use and building policies.

Renter \_\_\_\_\_

Type of Event \_\_\_\_\_

Event Date \_\_\_\_\_ How many attending: \_\_\_\_\_

Space and set up information: \_\_\_\_\_

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Meal & Beverage Selections and Set Up: \_\_\_\_\_

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Final Meal Count (96 hours prior to event): \_\_\_\_\_ provided by: \_\_\_\_\_

**Event conclusion and final walk through:**

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Legion Member: \_\_\_\_\_

Any damages or comments: \_\_\_\_\_

Renters signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Beverage Invoice:</b>	Open Bar: _____ Limit: \$ _____	
	Cash Bar: _____	
Date:	Event Date:	Start/End Times of Event:
<b>Bar and Beverage costs MUST be pre-approved with a credit card. Person who is Pre-authorizing MUST initial authorized amount: \$ _____ Initials: _____</b>		
<b>Davenport American Legion Post 26</b> 702 West 35 <sup>th</sup> Street Davenport, Iowa 52806	<b>Customer Name:</b>	
<b>Beer Costs:</b>	Keg: \$175.00 (Domestic Beer Only)	
	Cans: \$2.00	
	Draws: \$1.00	
	Kegs:	x \$175.00 =
	Cans:	x \$2.00 =
	Draws:	x \$1.00 =
	Specialty Bottles and Wine	x \$3.00 =
		<b>Beer Subtotal:</b>
<b>Bottled Wine Costs:</b>	Cost + 20%	
	(# _____ x \$ _____) + 20% =	
		<b>Wine Subtotal:</b>
<b>Liquor Costs:</b>	\$3.00 per House Selection	
	\$4.00 per Premium Selection	
	House Selections	x \$3.00 =
	<b>House Shots</b>	x \$3.00 =
	Premium Selections	x \$4.00 =
	<b>Premium Shots</b>	x \$4.00 =
		<b>Liquor Subtotal:</b>
<b>Soda &amp; Juice Costs:</b>	\$1.00 each; Pepsi products available	
	# Cans:	x \$1.00 =
	# Of juice servings:	x \$1.00 =
		<b>Soda &amp; Juice Subtotal:</b>
<b>Bartenders:</b>	\$10.00 per hour	2 Bartenders required for events of 100+ people
		# Hours: _____ # Bartenders: _____ Total bartender Cost: →
		<b>Total Beverage Costs:</b>