



Osseo-Maple Grove American Legion
Banquet Hall Rental and
Catering Program

Current as of 12/20/2011

Overview:

Welcome, we are pleased and honored that you have allowed us this opportunity to provide you details on our banquet hall and catering options for your special event. When you contract with the Osseo-Maple Grove American Legion for your special event, we want to be sure to provide everything to your satisfaction. Therefore, we want to provide this document to you to answer any questions you might have about our service. You may find this guide useful in helping you make other decisions you may not have thought of yet. We are excited that with recent changes to our operation, we can now provide to you with catering services as well as a banquet/reception hall. We hope that by supplying this information to you we can help you take the stress and worry out of making decisions for your special event. We want to be the complete solution for your special event and hope that you would select us as your “one stop shop” for your hall and catering needs on your special day!

Thank You

The Officers and Staff of the Osseo-Maple Grove American Legion

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Banquet Hall Details

The banquet hall is set up normally to seat approximately 180 – 250 guests. Additional setup can be accommodated to expand capacity to 300 guests. The legal seating capacity is rated at 325 people. The room is flanked with large windows with adjustable blinds that can be used on days and times when there is bright sunshine from the west. The windows provide a nice stream of light to brighten the room at midday. The room is equipped with 8 rows of recessed lighting that can be dimmed for late evenings when dancing or video presentation may be desired. The front of the room has a large stage equipped with adequate electrical receptacles to accommodate large and small musical bands as well as Disc Jockey equipment and lighting. The stage has stair entrances on either end that can be moved to the front as well to allow easy and organized entrance to the stage floor for any event. The hall is equipped with 4 large televisions and integrated video that can be used to show wedding or anniversary videos during your event. The televisions are equipped for normal television reception as well should you desire to watch normal cable broadcast.

The banquet hall is equipped with a full public address system and a microphone and microphone stand can be made available for your use.

At the front of the room is a full service serving center. This has adequate space to provide the catering for your event. This center is 15 feet from the kitchen where your food is prepared should you choose us to handle your catering needs.

The serving center is equipped with coffee and water facilities and houses the china and other serving materials. The center can be closed from view if desired.

The banquet hall has it's own bar area for your guests that desire a cocktail with dinner. A properly attired bar tender will be provided to attend to your guests.

The banquet hall can be entered from it's own private entry from the front of the building so your guests do not have to enter the lounge area. This entrance creates a perfect greeting or attendance check area.

A semi heated and enclosed deck area is provided just off the main lounge area to accommodate rental hall smoking guests.

Safety is important to us and there are 3 separate emergency exits to speed exit from the building should the need arise. We also have an AED device and trained staff on site to accommodate a medical emergency that might arise.

Parents are responsible to watch their children. Children are not allowed to be outside the banquet hall area without parental supervision. Running outside in the parking area and drive areas is strictly prohibited. Climbing on railings and guardrails on the property is strictly prohibited. If this behavior is observed, security personnel will caution one time only. After the second caution, the children and parents will be asked to leave the premises.

As with any rental property, we to have certain rules and regulations that must be followed when renting the banquet facility. The following pages detail the rules and regulations that relate to rental of the banquet hall.

Rental Rules and Regulations

When renting the banquet facility at the Osseo Maple Grove American Legion, the following detailed rules and restrictions are strictly adhered to:

Fees and Costs:

An amount equal to ½ the rental fee must be paid to reserve the banquet hall. The final payment ½ payment must be paid **two weeks** or more prior to the date of your event.

A \$250 refundable damage deposit will be paid prior to the date of your event. This deposit will be returned immediately upon satisfactory inspection of the hall as soon as administratively possible after your event. If the property sustains damage, the damage deposit will be deposited until damage is repaired and the cost will be deducted from your deposit.

Cancellation:

If you cancel your event within 30 days or less of your event date, no rental deposit will be returned unless the Osseo-Maple Grove American Legion can obtain another booking to replace your event for the day.

If you cancel your event greater than 30 days from your event date, 100% of your deposit will be refunded.

If you cancel or change to your event date **AFTER** food for your event is order (generally this will be the week of your event), your original deposit will not be refunded and a new deposit will be required to secure the banquet hall for your new event date.

Decorating:

Decorating the hall is allowed and generally available after 12:00 noon on the day of your event. If there is an event in the hall during the day of your event, then alternate arrangements will be made to accommodate your decorating requests.

Tack strips line the room and can be used to tack pictures and decorations around the room. Under no circumstances will pins, nails or tape be allowed to hang decorations on the walls of the room.

All decorations you wish to keep must be removed immediately after your event. If not removed, they will be processed with the normal cleaning of the hall in the morning.

The staff of the Osseo-Maple Grove American Legion will organize and setup tables and chairs to accommodate your expected guest count.

Alcohol:

No Alcoholic beverages may be consumed by anyone under 21. If security personnel or any American Legion employee observes alcohol consumption by anyone under 21, the immediate group and the offending underage person will be asked to leave the premises.

No alcohol is allowed outside the building.

Proper waste receptacles must be used when discarding empty plastic glasses, plates, napkins and eating utensils.

No glassware or bottles are allowed outside the building or in the parking lot.

Food:

In order to meet food-ordering deadlines, all menu choices must be completed two weeks prior to the event.

Final counts and catering orders must be guaranteed before noon, ONE WEEK preceding the event.

All food and beverages served in the banquet hall must be purchased from one of our approved caterers hired by you or by our catering service.

In accordance with legal and food safety guidelines, no food can be released to guests to take outside of the building after an event.

Restrictions:

Alcohol purchased somewhere other than from us may not be consumed in the parking lot or around the building.

Alcoholic beverages purchased elsewhere may not be brought into the building in any non-approved or concealing container and consumed.

No food may be brought into the building except from an approved caterer or cake maker.

No automotive related event will be allowed where parts or chemicals are brought into the building.

No combustible fuel operated devices are allowed in the building. This includes electrical generators or small scooters and bikes.

Absolutely no roller blades, skates or skateboards are allowed in building.

No pets or animals of any kind are allowed in the build with the exception of Legal Service Dogs.

No sexual activity will be tolerated in the facility, stairwells, bathrooms or other areas in the building.

No candles may be burned in the banquet hall, with the exception of wedding candles, which may be used for photographs.

Alcohol and Bar Service

Alcohol Service can be provided on a “cash” basis or “pre-paid” basis.

Cash Bar

We will provide a bartender for your guests to provide bar service. Each customer will be charged for his or her drink in the normal manner.

Sponsored Bar

With the sponsored bar option, the renter agrees to pay for the any liquor or beer served to the guests. This option can have a set time limit that we will serve or may end when a specific amount of time has passed. When one of these limits is reached, purchases from that point on are on the cash bar basis. We would require a credit card or cash to pay for the purchases. NOTE: An 18% gratuity will be added to the final bill bar bill.

Pop for the Night

Upon request the Osseo-Maple Grove American Legion will provide pop to your guests. The cost for this service is \$75.00. NOTE: An 18% gratuity plus tax will be added to this price.

Other details:

We provide the bartender, and you may pre-purchase kegs of beer for your guests. You may reserve as many kegs as you wish, however you will charge only for the kegs that are tapped. We do not pro-rate keg usage. Each keg is \$220.00 plus tax and gratuity. We will provide 170 glasses for each keg. The bartender will then charge on a cash bar basis for each beer that follows.

The bartender provided will be solely for your bar service.

All alcoholic beverages must be provided and served by American Legion Staff.

No outside alcoholic beverages can be brought into the building in any manner or in an unapproved or concealing container for any reason.

Catering

When we cater your event, our hope is that we are able to make your special event and day one you will remember. The list below identifies all the included options with our catering menu.

1. Plastic table cloths and paper napkins
2. Stainless Silverware
3. China
4. Glass Water Glasses
5. Buffet Style Food Service
6. Coffee and Water Service
7. Food Servers
8. Bus People
9. Chef to Carve Prime Rib
10. Foam plates for cake

Linen Table Skirts are provided for the Head Table. Linen table cloths are available for an extra charge of \$3.00 per cloth. Linen napkins are available for \$2.00 per napkin.

Catering Rules and Regulations

In order to meet food-ordering deadlines, menu choices must be made 2 weeks or more prior to your event. This will allow us to accommodate ordering your food in the required quantity and ensure that it is as fresh as possible.

You must provide us with an accurate final headcount of your expected count of guests, one week or more prior to your scheduled event date. This final head count is the **minimal** amount you will be charged. We will prepare approximately 10% more than your minimum head count. At the conclusion of the event you will be charged the actual amount per plate used or the minimal amount which ever is greater.

Final details of your event must be completed no later than 1 week before the event. Details consist of table setup, linen selection etc.

All food is priced per plate served. Therefore, a new plate is to be used each time a person is served.

The price per plate does not include tax, gratuity or bar service. Gratuities will be calculated and added to your final cost at a rate of 18%.

State and local taxes will be calculated and added to your final bill.

Any variance from the pre-defined catering meal selections may incur additional charges!

Catering Prices are subject to change – we can only guarantee food prices for 60 days unless you contract us to provide your catering which would lock the price for your event. We cannot guarantee a specific price for events 6 months or more in the future.

Catering Services Cancellations

No refunds will be made if cancellations are made within one week of the event.

If cancellations are made due to inclement weather, some charges may apply. Please contact the catering manager for details.

Pricing Policies

Our Full Catering Menu contains the prices for most of our food and catering services.

Due to fluctuating market prices of some of our products, prices are subject to change without notice until commitment date. Price commitments will be guaranteed within 60 days of your scheduled event.

Wedding Receptions: Unless otherwise specified, the normal setup for receptions includes plastic table cloths and paper napkins, china, glass water glasses and pitchers and utensils.

Frequently Asked Questions

Q. Can I have an additional entrée selection besides the base meal I chose?

A. Yes, however, you will incur an additional charge for each serving if the item is more expensive than your original selection. This will raise your per plate cost.

A. Can I substitute any item on my entrée for another?

A. We prefer to not allow this due to the difference in cost on the products we use, however, if the substituted item is generally of equal value, you will not incur additional charges and the per plate cost would remain the same. This is at the discretion of the management.

Q. Can we bring a DVD or video of our Wedding in the hall and play it during our dinner?

A. Absolutely, we are equipped with multiple TVs that are integrated to the video input system. This is a common occurrence at our events.

Q. Can you provide milk or juice for the kids?

A. Yes, we can provide milk or juice to your kids. There is an additional cost and it is identified on our catering menu.

Q. Do you have accommodations for infant children? Changing stations, high chairs etc.

A. Absolutely, We are a family oriented business and we have baby changing stations in the ladies bathroom and we have a supply of high chairs for the little ones!

Q. Can I bring a cake or Ice Cream into the hall for a party?

A. Generally, Yes, this would not be a problem, however, we reserve the right to deny this request due to available freezer space, cleaning experiences etc....Wedding cakes may be brought into the building.

Q. Do you have handicapped facilities and accommodations?

A. Yes, In fact, we are installing a new lift in the entryway of our building. We also have bathroom accommodations as well as ADA compliant doors.

Q. Can I request something other than what is on the catering menu?

A. Yes, Surprise us with your request, we love to cook! However, we may need to calculate a price for you and get back to you, as we may not have the plate cost immediately available.

Q. Is there adequate room for Dancing?

A. Yes, there is actually a dance floor in the front and the back of the hall. We have not had any comments that there was not enough room, we believe the room to be generous in this accommodation.

Taco Bar: **Price is based on 35 person minimum**

TAX AND GRATUITY EXTRA

Head count to be verified by plates used

Taco Bar includes hard and soft shell tacos, taco meat, diced tomatoes, onions, jalepenos, shredded lettuce, sour cream, refried beans, rice, taco chips, salsa and nacho cheese.

Small...\$180.00 Medium...\$350.00 Large...\$500.00
(35 people or less) (36-70 People) (71-100 People)

(Above 100 \$4.95 per plate)

Cold Options

Cold Trays: **Price is based on 25 person minimum**

Meat and Cheese Tray

Selection of fresh layered deli ham, smoked turkey and roast beef with stacked smoky swiss and sharp cheddar cheese. Sandwich buns, spreads and an assortment of mustard is included.

Small...\$125.00 Medium...\$195.00 Large...\$290.00
(25 people) (26-40 People) (41-60 People)

(61 and above \$4.80 per person)

Vegetable Platter

Selection of baby carrots, Celery, Radish, broccoli and cauliflower with dipping sauces.

Small...\$70.00 Medium...\$110.00 Large...\$160.00
(25 people) (26-40 People) (41-60 People)

(61 and above \$2.65 per person)

Luncheon Menu: All Inclusive Packages

1. **The Squadron:** Hamburger Hot Dish, Cold Slaw, Dinner Rolls w/ Butter, Coffee
Per Person: \$8.95
2. **The General:** Swedish Meatballs over Noodles, Green Beans, Dinner Rolls w/ Butter, Coffee
Per Person: \$8.95
3. **The Admiral:** Cold Meat Tray – Ham – Turkey – Roast Beef w/ Mayo, Cheese Tray, Veggie Tray w/ Dip, Dinner Rolls, Coffee
Per Person: \$7.95
4. **The Commandant:** BBQ Meat Balls, Chicken Wings w/ Ranch, Mini Tacos w/ Sour Cream, Tater Tots, BBQ Mini Hot Dogs, Coffee
Per Person: \$9.25

Prices include: Coffee, Plastic Table Cloths & Paper napkins, Set-up and Tear Down. All Menu Items Served Buffet Style. Prices do Not include State and Local Taxes. 18% Gratuity automatically added to Bill. Prices are Per Person, 48 hour minimum Notice required for Final Head Count of Guests. Bill to be determined by this final head count as minimum charge or actual number served whichever is greater.

Prices Subject to Change Without Notice