

Lower Allen

VFW Post #7530

4545 Westport Drive Mechanicsburg, PA 17055

Phone: 717-591-9092 Fax 717-591-9093



Banquet

Guide

**VETERANS OF FOREIGN WARS HOME ASSOCIATION
LOWER ALLEN VFW POST 7530
4545 WESTPORT DRIVE
MECHANICSBURG, PA 17055
PHONE: 717-591-9092 FAX: 717-591-9093**

BANQUET CONTRACT TERMS AND CONDITIONS

Date of Rental: _____ Hours: _____

Lessee: _____

Address: _____

Phone: Day _____ Night _____ Cell _____

Type of Function: _____

Alterations: Lessee shall not, without the expressed written consent of the VFW Post #7530, make any alterations, additions, attachments, or improvements in, or about the premises. This includes the interior and exterior of the facility, as well as the property.

Ordinances and Statutes: Lessee shall comply with all ordinances, statutes, guidelines and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises and property to include:

A. No food or beverages, to include alcohol are to be brought into or removed from facility.

B. No person(s) under the age of the state legal drinking age of Twenty-one (21) years of age, shall at any time consume, serve, possess, or pay for any alcoholic beverage.

Food and Beverages: Lessee shall contract any and all food and beverages from this Veterans of Foreign Wars Post. Lessee shall provide "Notification of the final count" for contracted food and beverage services a minimum of seven (7) business days prior to the date of the booking.

Entry and Inspection: The VFW Home Association of Post #7530, retains the right to enter the contracted area at any time for the purpose of inspecting, enforcing any portion of the contract, or to monitor any aspect of the services being provided.

Indemnification: The VFW shall not be liable for any damages to or loss of personal property, or injury to Lessee or guests occurring on the premises or property.

Damages: In the event of any damage to the property, premises, or grounds during the arrival, period present, or vacating the premise by the Lessee or guests, the Lessee shall be financially liable for any and all damages.

Security Deposit: Following the final inspection of the facility and property, and no liabilities for damage are due, the security deposit shall be credited to the final bill for goods and services. The final inspection for damages shall not necessarily be conducted immediately following the event. In the instance that the bill has been paid and the security deposit has been credited to the final bill and damages are later noted that can be attributed to the Lessee or guests, the Lessee is not absolved of the financial liability for damages.

Contracted Hours of Event: The term of the contracted event shall not exceed the hours noted on the contract. All contracted events must be vacated by 12:30 A.M.

Cancellation of Contract: The one hundred dollar (\$100.00) security deposit shall be forfeited if the Lessee cancels a signed contract.

Lessee

Date

Agent for VFW Post #7530 Home Assoc.

Date

Lower Allen VFW Post 7530 Welcomes You And is Honored You are Choosing Us

Below you'll find a selection of Hor D 'Oeuvres and packages that we hope will satisfy your needs. If you do not see a particular item that you need, please inquire within, as our chef will be able to happily fulfill your needs. Our facility can comfortably accommodate up to 125 people.

Hot Hor D 'Oeuvres (Serves 35 people)

Meatballs
(Marinara, Sweet & Sour, or Swedish) \$45.
Assorted Fresh Fruit & Cheese Tray \$75.
Chicken Tenders w/Honey Mustard \$65.
Crab Dip w/Sliced Baguettes \$70.
150Wings w/Sauce \$75.

Banquet Hor D'Ouevres (Serves 35 people)

❖ Cocktail Sausages in BBQ sauce	\$30
❖ Assorted Cheese & Bologna Tray	\$75
❖ Relish Tray	\$45
❖ Vegetable Tray	\$50

Snacks

❖ Potato Chips or Pretzels	\$8.95
❖ Fountain Sodas may be Added to any Buffet for \$.75 per person	

Banquet Menu Packages

(Pricing based on a minimum of 25 people)

Menu #1 - \$6.95 per person

Fresh Vegetable Tray w/Ranch Dip
Assorted Cheese and Bologna Tray w/Brown Mustard
Relish Tray (Mixed Pickles, Olives, & Peppers)
Crackers w/Hummus Dip
Potato Chips and Pretzels

Menu #2 - \$9.25 per person

Choice of 2 Hot Hor D'Ouevres
Fresh Vegetable Tray w/Ranch Dip
Assorted Cheese and Bologna Tray w/Brown Mustard
Relish Tray (Mixed Pickles, Olives, & Peppers)
Potato Chips and Pretzels

Menu #3 - \$9.95 per person

Sliced Ham, Turkey, and Roast Beef
Sliced American, Swiss, and Provolone Cheese Platter
Rolls and Condiments
Relish Tray (Mixed Pickles, Olives, & Peppers)
Potato Chips and Pretzels

Menu #4 - \$7.50 per person

Beef or Pork BBQ with Rolls
Choice of 2 Salads
Potato Chips and Pretzels

Banquet Menu Packages

(Continued)

Menu #5 - \$11.95 per person

Choice of 1 Entrée
Choice of 2 Vegetables
Tossed Salad w/2 Dressings, or Fruit Cup
Rolls and Butter
1 Dessert Selection
Coffee, Tea, & Water

Menu #6 - \$13.95 per person

Choice of 2 Entrée
Choice of 2 Vegetables
Tossed Salad w/2 Dressings, or Fruit Cup
Rolls and Butter
1 Dessert Selection
Coffee, Tea, & Water

Menu #7 - \$12.95 per person

Italian Buffet

Entrée Selection available when ordering

Menu #8 - \$15.95 per person

(Minimum 75 People)

Choice of Prime Rib or Steamed Round
Choice of 2 vegetable, w/2 Dressings, or Fruit Cup
Rolls and Butter
1 Dessert Selection
Coffee, Tea, & Water

Dinner Entrees

Baked Stuffed Chicken Breast
Chicken Cordon Bleu
Herb Baked Chicken
Stuffed Pork Chops
Sirloin Tips w/Gravy
Baked Ham
Baked Haddock
Turkey w/Stuffing
Lasagna
Sliced Top Round w/Stuffing and Gravy

Carved Items
*(There is a \$25.00
Fee for a Carver)*

Choice of 1 Item
Baked Ham
Breast of Turkey
Pork Loin
Steamship Round

Vegetables

Mashed Potatoes
Au Gratin Potatoes
Parsley Potatoes
Browned Potatoes
New Red Potatoes
Corn
Peas and Carrots
Mixed Vegetables

Scalloped Potatoes
Baked Baby Potatoes
Baked Beans
Noodles
Rice Pilaf
Green Beans Almandine
Carrots
Broccoli & Cauliflower

Salads

Dinner Salad
Macaroni Salad
Pepper slaw
Fruit salad

Potato Salad
Coleslaw
Pasta Salad

*Available Dressings: French, Creamy Italian, Ranch, Italian (oil based),
Low Calorie, Blue Cheese**

Desserts

Chocolate Cake
Cheese Cake**
Apple Pie
Pumpkin Pie
Chocolate Pudding

Coconut Layer Cake
Carrot Cake
Cherry Pie
Rice Pudding
Vanilla Pudding

Walnut Cream Cake*
Peach Pie
pecan Pie
Tapioca Pudding
Champagne Cake*

*\$.50 Additional Per Person

**\$1.25 Additional Per Person

ROOM RENTAL AGREEMENT (NON-MEMBERS)

Lower Allen VFW Post 7530
4545 Westport Drive, Mechanicsburg PA 17055
Phone: 717-591-9092 Fax: 717-591-9094

Name/Organization _____ Theme _____

Street Address: _____

City/State/ZIP Code: _____

Telephone: Day _____ Night _____ Cell _____

BANQUET ROOM RENTAL

EVENT DATE & DAY _____ # ATTENDEES _____

EVENT HRS _____ BAR SV _____ MEAL SV _____

4 hour maximum time frame – 1 hour added for bar setup and cleanup fee

Half Room: \$225.00 () Full Room: \$275.00 () Service: Table () Buffet ()

Rental fee applies with or without meal service. Security Deposit: \$100.00 ()

MENU

ENTRÉE

VEGETABLES

SIDES

DESSERT

MISC.

BEVERAGES

ROOM RENTAL AGREEMENT (MEMBERS)

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City/State/ZIP Code: _____

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BANQUET ROOM RENTAL

EVENT DATE & DAY _____ # ATTENDEES _____

EVENT HRS _____ BAR SV _____ MEAL _____
4 hour maximum time frame – 1 hour added for bar setup and cleanup fee

Half Room: \$150.00 () Full Room: \$200.00 () Service: Table () Buffet ()

Rental fee applies with or without meal service. Security Deposit: \$100.00 ()

MENU

ENTRÉE

VEGETABLES

SIDES

DESSERT

MISC.

BEVERAGES

Bar Service: 1-Open Bar () 2-Cash Bar () 3-Keg Purchase ()

Domestic Quarter Keg: \$95.00, Domestic Half Keg: \$195.00, Premium keg beer based on market price.

Domestic Bottles: \$2.00, Premium Bottles: \$2.50

Liquor: Well \$2.50, Call \$3.00

BARTENDER FEE: \$10.00/Hour

A. Date _____
B. Rental Fee \$ _____
C. Food / Meal \$\$ _____ \$/Person _____
D. Misc. Food \$\$ _____
E. Total Food \$\$ _____
F. Sales Tax 6% _____
G. Alcoholic Beverages _____
H. Non-Alcoholic Beverages _____
I. SUBTOTAL (E+G+H) _____
J. Gratuity @18% (.18 *I) _____
K. SUBTOTAL (B+F+I+J) _____
L. Linens _____ Napkins @ \$.50 Ea. _____
Lines @ \$5.00 Ea. _____
M. Bartender Fee _____
N. GRAND TOTAL (K+L+M) _____

Less Deposit _____

Balance Due _____

LESSEE _____ DATE _____

POST MGMT. _____ DATE _____

RULES OF CONDUCT

Confetti, glitter, sparkles, or like products are prohibited, and NO thumbtacks or scotch tape is allowed on the walls

NO personal food, NON-alcoholic, or alcoholic beverages are permitted, and Alcoholic beverages are to remain indoors

Fighting, pushing, shoving, disorderly conduct, or profanity will result in the termination of the Event

Established hours of the Event are firm. Extended hours will not be allowed

Alcoholic beverage service will end 20 minutes prior to the end of the event

VFW 7530 will provide 1 white disposable tablecloth per table

Special linens can be rented at an additional charge

A final count is due 7 days prior to the event. Extra guests are subject to a minimum of \$10.00 per person

No refunds will be honored for cancelled parties or “No-Shows”

Event must be paid in **FULL** the day of the Event, checks payable to VFW 7530 or cash only

Banquet food remains the property of the VFW 7530 and NO food or Beverages may be removed from the premise