

DEPOSIT/ROOM RENTALS

Initial _____ Date _____

	Rental Fee	Deposit to Hold Date	Balance Due 2 Weeks Prior
Main Hall (150 capacity)	\$1000.00	\$500.00	\$500.00
Partitioned Portion (80 capacity)	\$500.00	\$250.00	\$250.00
Bar-room (50 capacity)	\$300.00	\$150.00	\$150.00
Outdoor Biergarten(400 capacity)	\$400.00	\$200.00	\$200.00

8% NYS Sales Tax will be added to above prices.

As indicated above, a non-refundable deposit is required to guarantee your reservation. Until we have received your deposit and a signed agreement, your booking is not guaranteed. Fees do not include the use of the bar and bar refreshments. **Use of the hall/space is limited for a total of five hours.** For each additional hour – up to three (3) hours max, the hall is available for \$150.00 each hour, but needs to be approved by the Rental Chair/Monitor prior to the event. **\$75/\$150 (depending on the number of bartenders needed) per hour for each additional hour will be added to your bill as well.** The deposits are credited to your final bill.

Ninety (90%) of the total estimated bill shall be paid by cash, money order or Bank check and will be submitted with the final count no later than two weeks prior to the affair. There will be a 10% surcharge based on original contract count for any late payments. Bill must be paid in full at the end of the event by cash, money order or Bank check only. Please note Credit Card payments are not accepted.

GUARANTEE

Initial _____ Date _____

For the purpose of Host (renter): an estimated attendance figure is to be provided at the time the event is scheduled. A final minimum guarantee of attendance must be provided 10 days prior to the event and once received may not be reduced.

BEVERAGE POLICY

Initial _____ Date _____

1. As a licensee of the State of New York alcohol beverage control authority, the German-American Club of Albany strictly adheres to all laws and regulations pertaining to the service and sale of alcoholic beverages. No beverages of any kind will be permitted to be brought into our facility by the clients and/or guests.
2. We will require I.D. for those patrons who look under the age of 21.
3. No sales will be made to minors or intoxicated persons.
4. Management reserves the right to refuse service of alcoholic beverages to anyone appearing intoxicated, close the bar at its discretion and terminate any disruptive affair immediately.
5. Top level Open Bar does not include the service of shots and/or pitchers of beer.
6. If beverages are served (alcoholic or non-alcoholic) a \$75 bartender fee will be required. If an additional bartender is needed, dependent upon size of group, additional fees are applicable.

OUTSIDE VENDERS

Initial _____ Date _____

1. All outside vendors must be set up completely, 1 hour prior to the event start time.
2. Florist, Bakeries, Decorations and D.J.'s must co-ordinate their set-up start time with the Banquet Chair staff if applicable.

3. Chair covers must be contracted through outside vendors.

4. D.J.'s /Band must adhere to the German-American Club of Albany, New York rules and regulations.

GENERAL CONDITIONS

Initial _____ Date _____

1. The German-American Club of Albany, New York maintains a smoke free environment. An outdoor smoking area is provided.
2. The German-American Club of Albany, New York neither accepts nor assumes any liability for theft of or any loss of personal property occurring either prior to, during, or after the event.
3. Entertainment must stop by 11:00 p.m.
4. No fog or smoke machines are allowed.
5. All table centerpieces and decorations must meet fire safety codes and regulations. All candles must be enclosed. No more than one center candle and four votive candles are allowed per table due to fire safety issues.
6. The German-American Club of Albany, New York does not allow anything to be affixed to the walls, ceiling, furniture, fixtures, furnishing or any other property. Failure to comply with the policy will result in an additional charge for the cost of repairs and/or replacement of damaged property. Removal of all client supplied decorations is the client's responsibility. This must be done on the day of the event prior to your departure.
7. Throwing or use of tinsel, rice, confetti, or glitter is not allowed in the building or outside (clean-up charge \$150.00).
8. Client is responsible and will provide adequate adult supervision for small children and will be held responsible for acceptable behavior of the children as it relates to the German-American Club of Albany property.
9. Beverages may **not** be brought onto the grounds or into the Clubhouse. Self-catering or outside catering is permitted. Use of the kitchen is available at **\$100.00** for 2 hours only! The kitchen clean-up must be done within the 2-hour time frame. All trash must be taken out by the client at the end of the event and placed in the appropriate container, located outside in the rear parking lot not placed on the ground.
10. If the German-American Club of Albany, New York is unable to perform its obligations under this agreement for an reason beyond its control, including but not limited to strikes, labor disputes, accident, government restrictions or regulations on commodities or supplies, acts of war or acts of god such as but not limited to storms, flooding, power outages, or inclement weather, such non-performance will be excused and the German-American Club of Albany, New York will not be liable for any consequential damages of any nature, and any monies or deposits will be returned in full.
11. All prices subject to change without notice.
12. Clean-up of the hall must be done during the time of your rental. The hall must be left as before your rental.
13. No beverages of any kind can be brought onto the premises. If your guests are found bringing in their own beverages, including alcohol, you will be notified your party has ended and no refund will be provided.

ADDITIONAL OPTIONS AVAILABLE:

Chafing Dishes	\$15.00 each
Coffee Urns	\$15.00 each
Table cloths	\$ 8.00 each
Table setting	\$8.00 each
Linen Napkins	\$0.75 each
Skirting	Head Table \$25.00
	Buffet Table \$35.00
	Cake Table \$10.00
	DJ Table \$20.00 per 8 foot Table
Bus Person and Dishwasher	\$100.00

BAR OPTIONS AVAILABLE

- 1.) **Cash Bar** – guests are charged for beverages consumed during the function and will be charged at the time of purchase. Prices listed below:
- 2.) **Host Bar** - Drinks consumed during the function will be charged to the Host. Host may limit the variety of Drinks & Serving Time/Duration. The following prices will be charged:

Imported German Beer on Tap	\$5 small 12 oz.	\$7 large 16 oz.
Imported German Wheat Beer on Tap	\$6 small 12 oz.	\$8 large 16 oz.
Bottled Beer Domestic/North American	\$6 (limited choices)	
Wine – 5 oz. glass	\$7	
Mixed Drink – Well Liquor	\$8	
Mixed Drink – Premium	\$9	
Mixed Drink – Super Premium - limited varieties	\$10	
After Dinner Drinks, Cordials, Brandies	\$12	
Soda	\$2 cup/glass	\$8 pitcher

3.) **Open Bar**

Open Bar (Including Premium) up to 4 hours	\$29.00 per person
Beer (domestic), Wine and Soda up to 4 hours	\$22.00 per person
Beer (domestic) and Soda up to 4 hours	\$20.00 per person
Bartender (Up to 60 Guests) \$75.00 1st 5 hours, \$75 per hour for each additional hour	
Second Bartender required for 61 or more guests at rates above	
Soda Only up to 4 hours	\$10.00 per person

A note regarding beer: As Germany has a long tradition of producing famous, award-winning beers and ales, we only serve imported German beers on tap to our Club guests. Should you wish another brand of beer, domestic or North American (bottle only) we will attempt to stock that particular beer. Please limit your choices to one. If Host desires beer or other beverages we do not stock, Host will be charged for the full half keg, or case amount desired. Please inquire for varieties and specific pricing.

BAR OPTION SELECTED

Initial _____ Date _____

_____ CASH BAR _____ HOST BAR (Run Tab) _____ OPEN BAR

Details _____

e-mail: germanclub32@gmail.com

All reservations are considered tentative until the full deposit and signed banquet terms and contract have been received and accepted by the German-American Club of Albany. Prices subject to change without notice.

Hall Contact: _____

Phone: _____

E-mail: _____

Distribution: Client _____
Banquet Chair _____
Kitchen _____
Bar _____

Payments
Deposit \$ _____ Date _____

Balance Due \$ _____

NYS Sales Tax \$ _____

Balance Payment Due \$ _____ Date _____