



West Warwick Elks Lodge #1697  
60 Clyde St. West Warwick, RI 02893  
401-821-9807  
*Elks Care ~ Elks Share*

Date of Contract: \_\_\_\_\_ Event Date: \_\_\_\_\_ Headcount: \_\_\_\_\_

Event type: \_\_\_\_\_ Time: \_\_\_\_\_

Will pub food be served: YES NO Bartender needed: YES NO

Table linens needed: YES NO Table Color: \_\_\_\_\_ Napkin color: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Hall Rental Fee: \_\_\_\_\_

Bartender Fee: \_\_\_\_\_

Catering Extras (if applicable) \_\_\_\_\_

Table Linen fee (if applicable): \_\_\_\_\_

Meal cost (# of guest X dinner cost): \_\_\_\_\_

20% Service charge (if applicable): \_\_\_\_\_

8% meal tax (if applicable): \_\_\_\_\_

Cleaning Deposit: \$50.00 Pd by: \_\_\_\_\_

Total: \_\_\_\_\_

Less Deposit: \_\_\_\_\_

Deposit paid by: CASH CC CHECK# \_\_\_\_\_

Balance Due: \_\_\_\_\_

**Balance must be paid 2 weeks prior to event**

Please let us know of any allergies or special dietary needs if applicable.

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Elks Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**West Warwick Elks Lodge #1697**  
**Hall Rental Guidelines and Policies**

Our objective at the West Warwick Elks is to make your special event a pleasant and memorable event. The following guidelines and policies will help ensure a success outcome for you and your guests. Please let us know if you have any questions.

- A \$300.00 hall rental fee is required for all events. Member fee is \$175.00. Final arrangements must be made no later than 2 weeks prior to your event. Final headcount is due 7 days before the event.
- Events with a headcount of 175 or more will require 2 bartenders dedicated to your event at \$50.00 each.
- All functions are scheduled and coordinated with the event coordinator.
- Our banquet room capacity is 230 guests.
- We can assist you with special catering options and table linens (if needed) at your expense. An additional service fee may be applied.
- All dinners and liquor are subject to a 20% service charge (this applies to banquets prepared by the West Warwick Elks).
- Tax-exempt organizations must present a copy of their tax-exempt certificate at the time of booking.
- Due to market fluctuation, food and beverage prices are subject to change without notice.
- Deposits are non-refundable unless you cancel 60 days before date of event a \$75.00 administrative fee will be retained for all cancelations. If the WW Elks has cancelled your event due to weather or other unforeseen circumstances deposits will be fully refunded.
- A minimum of 65 people is required for a sit down dinner.
- All banquets & weddings must be paid immediately following the function by either a certified check, bank check, cash or credit card.

- Rhode Island Law prohibits all beverages from being brought onto the premises for distribution or consumption (i.e. liquor, nips, bottled beverages). All beverages must be purchased on premise. No alcohol is to be consumed outside the building.
- Confetti, glitter, and rice ARE PROHIBITED. Balloons are OK if you make sure not to allow them to free float. No nails, thumbtacks, sticky tape to walls, tables, etc. is allowed. If any damage from decorations occurs to any area of the hall (including restrooms), the WW Elks will retain your \$50.00 cleaning fee deposit.
- Property damage to the WW Elks banquet hall from your or your guests will be the responsibility of the patron renting the hall.
- All banquets are set on round tables with seating capacity of 8 people per table.
- Please inform your band or DJ that the sound volume level is under the control of the WW Elks event coordinator and/or catering chairperson.
- The WW Elks will not be responsible for any lost personal items.
- Our kitchen is not available for use. All self-catering events must supply their own hot bags, thermal containers, refrigeration, etc.
- Smile -security cameras in use on premises at all times.

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of an agreement with the above policies. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

Patron signature: \_\_\_\_\_ Date: \_\_\_\_\_

Elk Representative: \_\_\_\_\_ Date: \_\_\_\_\_



Main  
Entrance

WINDOW

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Headcount: \_\_\_\_\_

Lounge Entrance

Side  
Bar

Kitchen  
entrance

Ladies  
room

Men's  
room

Lodge  
room

DANCE FLOOR

Entrance to side  
parking lot

Platform

Back bar

Supply closet