
FRATERNAL ORDER OF POLICE WASHINGTON, DC LODGE #1



Banquets and Social Functions

Welcome to the Fraternal Order of Police, a spacious and comfortable facility in the heart of downtown Washington, D.C., the ideal location for your special occasion. Our facility is located at 711 4th Street, NW, Washington, DC 20001. It features a newly renovated Banquet Hall. Our staff is ready to cater to your needs and can assist you in planning a great event for your family, friends, or work group. We can design plentiful buffets and can provide a fully stocked bar for your guests. Our facility is fully ADA compliant to accommodate the needs of our guests. Only FOP DC Lodge #1 Members are permitted to reserve and use the Banquet Hall and must be present during the event from start to finish.

To schedule an appointment to visit our facility and answer any questions concerning your function, please feel free to contact us via email at banquets@dc-fop.org. We will be happy to assist you with every detail concerning your business or social event.

Introduction

At the FOP, we offer a variety of culinary selections for your social events and work functions. Our experienced cooks are prepared to deliver the freshest product to you for your lunch or dinner. To facilitate your menu selection, we have presented you with a list of our menus. We offer an extensive beverage service to accommodate your bar needs.

Banquet and Meeting Functions are scheduled according to Banquet Hall availability. Events are booked for 4 hours; however upon approval, may be extended for an additional fee. Please note that the latest an event may be scheduled is from 9:00 p.m. until 1:00 a.m.

*** Any event going over the scheduled end time by 15 minutes, without prior approval from management, will be charged the additional hour fee according to the number of bartenders on hand and guests reported.**

Miscellaneous Information

The banquet room has wall-to-wall wooden floors and the chair upholstery is royal blue. Members have the option of providing their own centerpieces and table covers.

Alcoholic beverages and/or food **may not** be brought into the facility by the host or guests. The FOP does allow guests to bring in specialty cakes. In compliance with Alcohol Beverage Control laws, all

alcoholic beverages consumed on the premises **must** be purchased from our facility.

All prices are subject to change without notice due to uncontrollable market price increases especially seafood items. Contract prices will be honored, when completed at least ten (10) business days prior to the date of the event. A minimum food purchase of \$250.00 is required for all banquet functions. Breakfast and lunch meeting functions require a minimum food purchase of \$150.00. These costs do not include the Room Fee of \$350 for the rental of the Banquet Hall. The Room Fee will be charged in addition to the minimum food purchase and all other fees.

Any damages to the banquet hall, the bar area, furniture, wall/ceiling fixtures, and any other areas accessible by the member and their guests, will be charged to the Member.

**** The Fraternal Order of Police prohibits on-site ticket sales without prior authorization from the Banquet Manager. Use of the Fraternal Order of Police (F.O.P.) name and/or logo is prohibited in conjunction with any for-profit advertisement(s) that has not been sanctioned by the Board of the Directors.***

Deposit and Payments

To secure a date, the member is required to submit a signed “Terms & Conditions” with a non-refundable deposit of \$100 payable by cash, money order, or a cashiers check. **No personal or**

organizational checks will be accepted. The deposit is applied to your final banquet bill. Member forfeits deposit if event is canceled. Events that are rescheduled will require an **additional** \$100 non-refundable deposit. Final payment of the balance is expected three (3) business days prior to the event unless prior approval has been given by management and can be made by cash, money order, or a cashiers check. **No personal or organizational checks will be accepted.**

Confirmation

The Member must guarantee the number of people, the menu, and all other services at least five (5) business days prior to the function. If attendance falls below this number, the full guarantee will be paid. No allowance or credit will be made for less than this agreement. All bookings of the Banquet Hall are on a First Come-First Served bases, ***no event will be booked by telephone and is not final until the Member signs and submits the attached “Terms & Conditions” with the required non-refundable deposit.***

Cancellations

Cancellations must be confirmed with the lodge or banquet manager at least five (5) business days prior to the scheduled event, via email at banquets@dc-fop.org. Events not cancelled at least five (5) business days prior to the scheduled day will be charged for the food and room fee.

Facility Information

F.O.P. Banquet Hall

- Comfortable banquet hall with ample space for tables and dancing
- 84” banquet tables with seating up to ten people
- 1800 sq. ft. with the dance floor
- Ideal for wedding receptions, baby showers, retirement parties, business meetings, etc.

Capacity

Theatre (chairs only) for Meetings only
~ 175 people

Event (chairs and round tables)
- with dance floor – 100 people
- without dance floor – 120 people

Venue Fees - Based on four (4) hours is:

- Breakfast or Lunch Meetings - \$150 food minimum
- Banquet/Events - \$250 food minimum
- Room Fee* - \$350
- Bartender Fee - \$70
- Additional Bartender Fee (Parties with 75+ people) - \$70
- Additional hours (Room fee with 1 Bartender) - \$80 each
- Additional hours for parties with 75+ people (Room fee with 2 Bartenders) - \$90 each
- Table Cover Fee: \$3 each
 - o (OPTIONS AVAILABLE: Blue or White Plastic)

* Please note that the host member is still responsible for the required food minimum, plus room fee, plus bartender fee (where applicable), and 10% DC Food & Beverage Tax.

F.O.P. Restaurant and Bar

- Great location for small casual get-togethers: cocktail parties, Sunday Football Parties, etc.
- Available on Saturdays and Sundays only.

Venue Fees - Based on four (4) hours Room Fee **plus** Bartender Fee is:

\$170 for a party of 30 people maximum **plus** Bar expenses (only for parties purchasing alcoholic beverages and fried foods such as fries and wings).

OR

\$270 for a party of 50 people maximum **plus** Bar expenses (only for parties purchasing alcoholic beverages and food from the Banquet Packet).

** In order to hold an event in the Restaurant/Bar area, please ask to speak to the Club Manager to confirm that your event meets the guidelines. No alterations can be made to the room.

F.O.P. DC Lodge #1

Appetizers

		<u>Qty</u>
• Beef Franks in a Blanket (80 pcs.)	\$ 75.00	# _____
• Buffalo Wings (Baked with hot sauce) (100 pcs.)	\$ 90.00	# _____
• Cheese and Cracker Platter (Assorted)	\$ 60.00	# _____
• Chicken Fingers (100 pcs.)	\$ 120.00	# _____
• Cole Slaw	\$ 25.00	# _____
• Deviled Eggs (24 halves)	\$ 25.00	# _____
• Finger Sandwiches (Turkey and Ham) (100 pcs.)	\$ 90.00	# _____
• Fruit Platter	\$ 60.00	# _____
• Italian Meatballs (160 pcs.)	\$ 50.00	# _____
• Mini Crab Cakes	market price	# _____
• Mini Egg Rolls	\$ 80.00	# _____
• Nuts –Mixed	\$ 30.00	# _____
• Pasta Salad	\$ 25.00	# _____
• Potato Chips and Dip	\$ 25.00	# _____
• Potato Salad	\$ 25.00	# _____
• Pretzels	\$ 25.00	# _____
• Scallops Wrapped in Bacon	market price	# _____
• Shrimp Cocktail on Ice (varies)	market price	# _____
• Spanakopita (100 pcs.)	\$ 85.00	# _____
• Swedish Meatballs (160 pcs.)	\$ 50.00	# _____
• Vegetable Platter with dip	\$ 60.00	# _____
• Wings (plain fried wings) (100 pcs.)	\$ 100.00	# _____
• Wing Zings (spicy fried wings) (100 pcs.)	\$ 100.00	# _____

PLEASE NOTE: The parentheses indicated the approximate number of pieces in each order.

Recommendations:

25 people – 3 choices

50 people -4 – 6 choices

75 people – 8 – 10 choices

100 people – 10 – 12 choices

Lunch Buffet

Sandwich Trays with Sub and Kaiser Rolls (Priced per guest)

Market Price

- The Traditional
 - Deli Ham, Deli Turkey Breast, Roast Beef, American Cheese, Swiss Cheese

- Italian Delight
 - Capicola ham, Buffet Ham, Genoa Salami, Pepperoni, Provolone Cheese

- The Supreme
 - Roast Beef, Corned Beef, Turkey Breast, Baked Ham, Genoa Salami, Pepperoni, American Cheese, Swiss Cheese, and Provolone Cheese.

*Includes a bag of chips and a soda (per person)

Available for an additional fee:

Deli Salads

QTY

- | | |
|---|------------------|
| <input type="checkbox"/> Cole Slaw | \$ 25.00 # _____ |
| <input type="checkbox"/> Macaroni Salad | \$ 25.00 # _____ |
| <input type="checkbox"/> Pasta Salad | \$ 25.00 # _____ |
| <input type="checkbox"/> Potato Salad | \$ 25.00 # _____ |

Side Orders

- | | |
|---|------------------|
| <input type="checkbox"/> Deviled Eggs | \$ 25.00 # _____ |
| <input type="checkbox"/> Fruit Platter | \$ 60.00 # _____ |
| <input type="checkbox"/> Vegetable Platter with dip | \$ 60.00 # _____ |

Dinner Buffet

Entrees (Priced per guest)

Includes dinner rolls and choice of one starch and one vegetable side listed below. If you would like the dinner served, there is an additional fee of \$3.00 per person.

- Baked Salmon
- Baked Stuffed Center Cut Pork Chops
- Beef Stroganoff over Egg Noodles or Rice Pilaf (Already includes a Starch)
- Chicken- Baked
- Chicken- BBQ
- Chicken- Cacciatore
- Chicken Cordon Bleu
- Chicken- Fried
- Chicken Parmesan
- Stuffed Green Pepper
- Ham-Baked, Honey Glazed
- Top Round-Sliced
- Turkey- Roasted with Stuffing

Vegetable (Please select one)

- Steamed Carrots
- Steamed Broccoli
- Green Beans
- Vegetable Medley

Starch (Please select one)

- Corn – Sweet Buttered
- Peas
- Macaroni and Cheese
- Mashed Potatoes
- Rice Pilaf
- Scalloped Potatoes
- Steamed New Potatoes with Parsley

Salads (Available for an additional \$2 per person)

- Caesar Salad
- Garden Salad with Ranch and Italian dressings

Beverage Service

Cash bar available at current prices

Bartenders' Fee:

The bartender fee is \$70 and an additional bartender fee of \$70 is required for parties with 75+ people. This covers the first 4 hours of your function. This fee must be paid at the time that you pay your final payment for your event.

A portable bar station may be set up in the Banquet facility to accommodate your guests in the event another function is being held in the bar area or during regular business hours. **There are limited choices at this bar.**

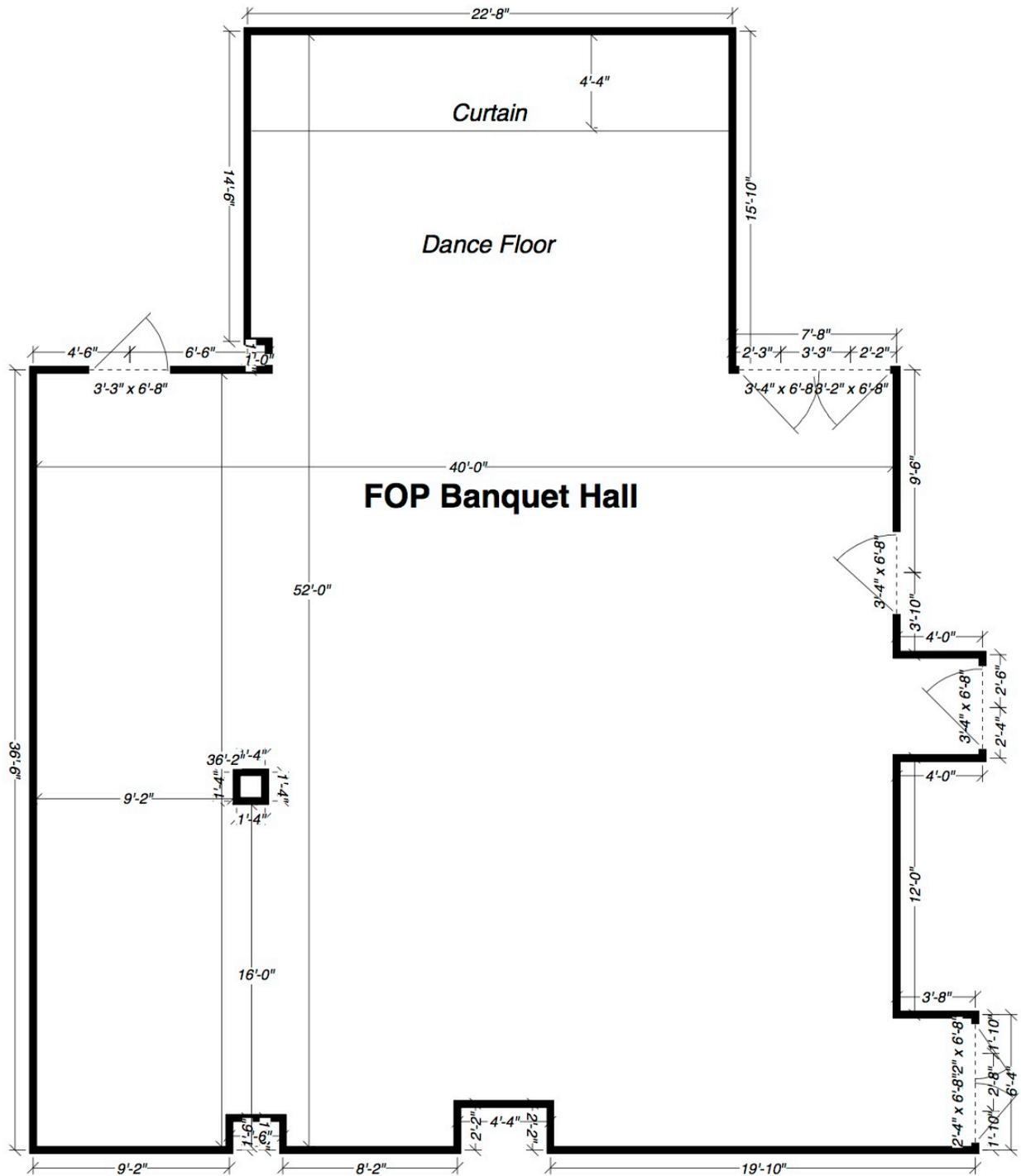
A bartender is not required if you are purchasing non-alcoholic beverages only.

Open Bar:

An open bar can be arranged the night of the event with the bartender, just let them know how much you wish to open a tab for. A credit card and ID will have to be rendered in order to do this. Please notify the Banquet Manager/Coordinator if you will be opting to do this.

Non-Alcoholic Beverages:

<input type="checkbox"/> Fruit Punch	\$50	- #	_____
<input type="checkbox"/> Lemonade	\$50	- #	_____
<input type="checkbox"/> Ice Tea	\$50	- #	_____
<input type="checkbox"/> Coffee or Hot Tea	\$1.00 pp	- #	_____
<input type="checkbox"/> Fountain Sodas	\$1.00 pp	- #	_____
<input type="checkbox"/> Soda (Cans)	\$1.50 pp	- #	_____



Fraternal Order of Police
D.C. Lodge #1

Banquet Facility - Terms and Conditions

In the agreement, “Banquet Hall” refers to the FOP Banquet Facility and “member” refers to the FOP member making all arrangements and responsible for this Agreement. This agreement is subject to all terms and conditions. Reservations, agreements and conditions respective to the use of services of the Banquet Hall are subject to the rules, regulations and bylaws of the Fraternal Order of Police, DC Lodge #1 and shall include, **but are not limited to**, the following expressed terms and conditions.

1. A \$100.00 **non-refundable** deposit in the form of cash, money order, or cashiers check paid to the Fraternal Order of Police DC Lodge #1 shall be required. **No personal or organizational checks will be accepted.** This deposit will serve as confirmation of the booking.
2. Payment for additional products and/or services incurred prior to or during the function due to changes at the Member’s request is expected prior to the date of the event or at the time of the requested change.
3. The member must notify the banquet manager no later than **five (5) business days** prior to the event date of their menu and number of guests to attend the function. If said Member fails to notify the Banquet Manager within the appropriate time, the facility will assume the event has been cancelled. Members must make the Banquet Manager aware of any additional services at least **four (4) business days** prior to the event. The FOP will not be held responsible for member satisfaction of service after this time.
4. Final payment for your function must be paid by cash, money order, or a cashier check and is due **three (3) business days** prior to the start of the event. **No personal or organizational checks will be accepted.** The undersigned, having read this document in full, does hereby and directly guarantee the payment in full of all costs and other amounts due as provided in this agreement.
5. The FOP reserves the right to adjust prices in this agreement due only to the increase of wholesale costs of food or beverage between the date of this agreement and the date of the function.
6. Due to health regulations, food will not be left on buffet table **three (3) hours after** food is served. The time set in writing by Member for the serving of food shall be binding upon the member. If no time has been set as when the food is to be served, it will then be set to the start time of your event.
7. The FOP accepts no responsibility for any loss or damage to any items of any nature whatsoever left on premises by the Member, any guest or contractors as a result of their function. Valuables or rare items should be insured or secured by the Member and guests. The Fraternal Order of Police, D.C. Lodge #1 will not be held responsible for any personal items left by guests at the Banquet Facility.
8. The Fraternal Order of Police, D.C. Lodge #1, will take reasonable measures to provide a safe environment for all present at the event. The FOP will be held harmless of any injuries that may be caused as a result of reckless actions on the part of the Member, guests or vendors. Only the FOP representative on duty at the event handles the lighting, heating and air conditioning operations.
9. **The majority of the guests attending the event must be 25 years of age or older, unless, prior approval is given by the Club Manager.**
10. **The FOP Member is responsible for ensuring that all attendees conduct themselves in an orderly manner and abide by the FOP’s Policies. The Club Manager, Banquet Manager, or Lodge Designee reserves the right to shut down any event, especially where the majority of the attendees are under 25 years of age, due to hostile or aggressive behavior.**
11. The level of noise produced by sound equipment must be kept to a reasonable volume.

12. Member agrees to pay, in addition to the prices agreed upon for food selection, all sales tax and room fee. Gratuity is not included. A final floor plan shall be agreed to and signed by the member prior to the event.
13. The member will be responsible for any and all damage to the Banquet Hall, its equipment, decorations, fixtures or other property lost or damaged due to the reckless conduct of the member or their guests. **The member who signs this contract will be responsible for the repair cost or any and all damages to the hall walls, floors, furniture and other related property of the FOP during the event.**
14. **NO nails, tape of any kind, tacks or other matter may be used on any equipment, walls, ceilings, or floors of the Banquet Hall premises or structure. No electrical equipment may be operated by the member or any of the guests of the member without prior approval of the banquet coordinator.**
15. **NO alcohol, food or other beverages not provided by the banquet facility are permitted in the FOP Lodge, with the exception of specialty deserts.** Any member or guest failing to abide by this policy will be asked to leave the facilities immediately and the banquet coordinator or staff will confiscate beverages, food or alcohol. If this request is not met the event will be terminated.
16. **NO on-site ticket sales are permitted without prior authorization from the Banquet Hall.** Use of the Fraternal Order of Police name and/or logo is prohibited in conjunction with any for-profit advertisement(s) that has not been sanctioned by the Executive Board of the lodge.
17. **All functions are allotted a fixed time period. No function will exceed this time frame unless prior approval from the management of the Banquet Hall is obtained. If additional time is granted, the Member will be charged for this additional time. All events must conclude by 1:00 AM unless prior approval from the management of the Banquet Hall is obtained. Any Event going over the scheduled end time by 15 minutes, without prior approval from management, will be charged the additional hour fee according to the number of bartenders on hand and guests reported.**
18. These rules and regulations along with fees stated within this banquet packet are subject to change at the FOP's discretion due to cost, labor, or market increases.
19. **Any member or guest failing to adhere to the terms and conditions as stated in this document may be requested to leave the premises after reasonable notice is given of the infraction of said stipulation. All monies paid will be forfeited and any money due will be paid by the member.**

By signing this document, I acknowledge that I have read and understand the terms and conditions associated with the use of the Banquet Hall and/or Restaurant Area.

Signature of Member/Date

Banquet Manager/Club Manager/Lodge Designee

Printed name of Member

Date of Event

Member phone number

Time of Event

Type of Event