

HALL RENTAL AGREEMENT



AMERICAN LEGION POST 178

PO BOX 22, 155 ROUTE 44
MILLERTON, NEW YORK 12546
www.legionpost178.org



HALL REQUESTERS INFORMATION

NAME: _____

ADDRESS: _____

HOME PHONE: _____

MOBILE PHONE: _____

FUNCTION TYPE: _____

PRIMARY DATE REQUESTED: ___/___/___ ALTERNATE DATE REQUESTED ___/___/___ NUMBER OF PEOPLE _____

HALL RENTAL

1. HALL RENTAL

a. USE OF OUTDOOR PAVILION YES NO

b. Hours needed: From _____ PM to _____ PM

Terms and Conditions

1. Person's name (renter) that appears at the top of this application must be present for the duration of the event and will ensure the following:

A. The cost to rent the facility is \$450.00. _____ (initial)

B. In order to reserve the hall, the following must be submitted in order for the membership to consider your application at the next Post Meeting. _____ (initial)

1. Payment (Cash or Check) in the amount of \$450.00 _____ (initial)

2. Certificate of Insurance insuring your event in the amount of \$1,000,000.00. _____ (initial)

3. This form completed and signed. _____ (initial)

C. All Hall Rental Applications MUST be voted on by the membership. Your application is not finalized until this happens. You will be notified of approval or disapproval. _____ (initial)

D. All debris and decorations to include pins / tape to secure decorations are removed. _____ (initial)

B. All spaces used (i.e. hall, kitchen, bathrooms) are left in clean and serviceable. _____ (initial)

C. Confetti is banned from all use. _____ (initial)

D. No Stag parties are allowed. _____ (initial)

E. The renter is responsible for damage to any property and the associated costs to repair or replace damaged property as deemed by the Post Executive Committee. _____ (initial)

F. *****No Special Orders, Bar Stock Only!***** Please note that the only Alcohol allowed to be consumed at the Legion **MUST** be purchased from the Legion Bar. Any Alcohol brought onto Legion Property during your event will result in the immediate termination of your event with no refund given.

LEGION OFFICER SIGNATURE

DATE

RENTER SIGNATURE

DATE

POSITION

Approved at Post Meeting and Date

PAYMENT RECEIVED CASH CHECK

Date Taken: ___/___/___ Date Deposited: ___/___/___