



The American Legion Harry J. Conway Post 135

HALL RENTAL AGREEMENT/CONTRACT



Check each applicable Box

<input type="checkbox"/> MEMBER	<input type="checkbox"/> NON MEMBER
Hall Rental Date: _____ Hall Rental Time: _____ NOTE: Standard Alloted time for hall rentals Is 4 hours for event with an additional hour allocated before and after the event for set-up and cleaning (6 hours total). Each Additional hour costs \$65 per hour. Please see policy clause concerning additional hour(s).	Hall Rental Date: _____ Hall Rental Time: _____ NOTE: Standard Alloted time for hall rentals Is 4 hours for event with an additional hour allocated before and after the event for set-up and cleaning (6 hours total). Each Additional hour costs \$65 per hour. Please see policy clause concerning additional hour(s).
<input type="checkbox"/> Downstairs rental <input type="checkbox"/> Upstairs rental <input type="checkbox"/> Upstairs and Downstairs rental	<input type="checkbox"/> Downstairs rental <input type="checkbox"/> Upstairs rental <input type="checkbox"/> Upstairs and Downstairs rental
Estimated Party Size: _____ NOTE: If party size is greater than 60, rental Requires an additional bartender/Caretaker. Upstairs/Downstairs rental includes two Bartenders/Caretakers in Rental Fee	Estimated Party Size: _____ NOTE: If party size is greater than 60, rental Requires an additional bartender/Caretaker. Upstairs/Downstairs rental includes two Bartenders/Caretakers in Rental Fee
Additional Bartender/Cartaker <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, add \$50 to Hall rental Fee.	Additional Bartender/Cartaker <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, add \$50 to Hall rental Fee.
Hall rental Fee: \$ _____ Rental/Cleaning Deposit: \$50 Full Payment expected 14 days prior to event Amount Received: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Amount Due: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	Hall rental Fee: \$ _____ Rental/Cleaning Deposit: \$50 Full Payment expected 14 days prior to event Amount Received: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Amount Due: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

NOTE: \$50 rental/Cleaning deposit is required to reserve hall. Deposit will be refunded once the Hall is inspected and found acceptable by a Legion Officer. Rental/Cleaning deposit will be forfeited if the Hall is left in an unsatisfactory state.

Name of Hall Rentee: (Please Print) _____
Phone Number: _____

By signing below you state that you have read and will abide by the rules and stipulations set forth in the Hall Rental Policy of American Legion Post 135

Signature: _____ Date: _____

Contract Completed by: _____ Date: _____