



The American Legion Harry J. Conway Post 135

HALL RENTAL CONTRACT

Check each applicable box



| <input type="checkbox"/> Post 135 Member | <input type="checkbox"/> Non-Member |
|--|--|
| Hall rental date: _____ Hall rental time: _____ to _____ Note: Standard allotted time for half rentals is 4 hours for event with an additional one hour allotted before and after the event for set up and cleaning (6 hours total). Each additional hour costs \$65 per hour. | Hall rental date: _____ Hall rental time: _____ to _____ Note: Standard allotted time for hall rentals is 4 hours for event with an additional one hour allotted before and after the event for set up and cleaning (6 hours total). Each additional hour costs \$65 per hour. |
| <input type="checkbox"/> Downstairs <input type="checkbox"/> Upstairs <input type="checkbox"/> Combined | <input type="checkbox"/> Downstairs <input type="checkbox"/> Upstairs <input type="checkbox"/> Combined |
| Estimated Party Size: _____ Note: If party size is greater than 60, rental requires an Additional bartender/caretaker. Upstairs/Downstairs Hall rental includes two bartenders/caretakers in rental fee. Additional Bartender/Caretaker: * <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, add \$50 to hall rental fee | Estimated Party Size: _____ Note: If party size is greater than 60, rental requires an Additional bartender/caretaker. Upstairs/Downstairs Hall rental includes two bartenders/caretakers in rental fee. Additional Bartender/Caretaker: * <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, add \$50 to hall rental fee |
| Hall Rental Fee: \$ _____ which includes a Non Refundable Deposit of \$ _____ Full payment to be paid 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: \$ _____ which includes a Non Refundable Deposit of \$ _____ Full payment to be paid 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 # _____ |

Name of Hall Renter (please print): _____

Renter's Phone number: _____

Signature: _____ Date: _____

Contract Completed by _____ Date: _____

Bartender: _____ Date: _____

Caretaker: _____ Date: _____