

# American Legion Post 293 Rental Agreement

Renter's Name: \_\_\_\_\_ DL# \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Renter's Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Purpose: \_\_\_\_\_ Guests \_\_\_\_\_

The above, herein called Renter, has approached the American Legion Post 293; herein called the Rentee for the purpose of renting the hall and does hereby enter into a rental agreement that is lawfully bound by approval, when signed by both the Renter and the Rentee below.

## Renter must read, understand and check off each statement below.

- Rental Fee of **\$400.00** cash must be received prior to proposed Rental Date in the form of cash and given to one of the Bar/Rental Managers. Only after fee has been received can calendar date be set.
- Cancellation Fee of \$100.00 will be imposed and deducted from the Fee in the event the Renter cancels 1 week or less prior to rental date set above.
- A security deposit of **\$400.00** cash is required before the building key is given out. This Security Deposit will be given back in full when key is returned, only after the hall has been inspected by the Bar & Rental Officers.
- There will be NO smoking of any kind in any part of the building, if found the security deposit will be forfeited in full. Appropriate cigarette butt containers are in place outside of all doors and must be used.
- There will be no illegal drugs on any part of the building or grounds, if found the proper authorities will be notified and the deposit will be forfeited in full.
- No chewing gum allowed inside of the building, if gum is found on carpet, \$350.00 will be deducted from deposit for professional cleaning fee.
- All trash inside and outside must be removed, put in trash bags and put into garbage receptacle located in rear of parking lot. All bathrooms must be completely cleaned. Everything must be completed no later than 11AM the following day. \$100.00 per hour will be taken from security deposit each hour after 11AM for renter's inability to clean room and any area used at time of Rental including all outside property. Trash Bags and Vacuum Cleaner will be provided. Bar area must be clean and dry.
- All music must cease at 12 midnight, and premise vacated no later that 1 am, if disturbance takes place and police department is called, renters must leave and security deposit will be forfeited in full.
- Renters take FULL responsibility and is liable for welfare of all persons during event and will not hold the Post liable for any injuries or incidents what so ever.
- The Renter will be held responsible for any injuries or accidents that occur to anyone before and after the people leave the building and grounds due to any consumption of alcohol, drugs, and illegal substances or by any means of harm from foreign objects or weapons.
- American Legion Post 293 will not provide alcoholic beverages for your event. Renter agrees that should alcoholic beverages be served at this function, Renter assumes complete and total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the American Legion Post 293. Renter also agrees not to serve alcoholic beverages to anyone under 21 years of age.
- Anything broken or removed will be replaced by Renter or it will be deducted from Deposit.
- Officers may periodically inspect upstairs during event.

**American Legion Phone 908 668 9375**

**Email [alpost293@gmail.com](mailto:alpost293@gmail.com)**

**Website [www.warrenlegion.org](http://www.warrenlegion.org)**

Renter \_\_\_\_\_ Rentee \_\_\_\_\_

Rental \$ \_\_\_\_\_ Date \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_