

**RENTAL AGREEMENT**  
**WALCOTT AMERICAN LEGION #548**

121 W. Bryant St., P.O. Box 685  
Walcott, Iowa 52773

I/We are responsible for the conduct of my/our guests. Apart from typical wear and tear, I understand that I/we are liable for any damage to the facility, equipment, or missing property as the result of my/our event.

**Hall rental is for 3 hours plus 1 hour prior to the event to decorate.** There is a fee of \$25 for each additional hour.  
The rental includes the use of the kitchen and walk-in cooler. If the gas stove is used, there is an additional \$25.00 charge.  
The Legion will be opened one hour prior to your event for decorating unless prior arrangements are made.

Bartenders will be provided by the Legion for the Large Hall only. The bar is not open for small hall rentals.

We are **not** bouncers. If you need one of your guests removed, please call the local police @ 563.284.6672

Renters are asked to clean the tables and sweep the floor, if necessary, at the conclusion of the event.

The table and chairs may be moved for your event but at the end of the rental period they need to be back in the position they were found.  
When moving tables and chairs, please lift the tables & chairs to prevent damage to our floor.

Decorations are allowed and must be taken down at the end of the rental period. Please use fasteners that do not cause damage to the walls or tables. **ABSOLUTLY NO CANDLES, GLITTER, OR SPRAY STRING may be used.**

**NO liquor, beer, pop or water of any kind shall be brought into the Large Hall.**

These beverages must be purchased from the Legion. Coffee/Punch may be served or brought in, but without liquor added.  
Pre-arrangements must be made if the renter intends to give free drinks to the guests.

Date of reservation: \_\_\_\_\_ Start Time (3 hours plus 1 hour to decorate): \_\_\_\_\_

Hall Rental (Small / Large): \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Keg Price (if requested): \$ \_\_\_\_\_

Other Special requests: \_\_\_\_\_

*\*If a special beverage (one we do not carry) is purchased for your event you must buy back the remainder of the unsold purchase.*

**Renter's name:** By signing you understand the terms and conditions of this agreement.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Cell #: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation. If you have any questions, please call Lynn Farmer at 563-299-0739 or  
Leave a message on the Legion answering machine @ 563-284-6133 and I will call you back.

\_\_\_\_\_  
Lynn Farmer, Legion Post 548 Bar Manager

\_\_\_\_\_  
Date

**LARGE HALL** – seats 280 – open one hour prior to scheduled event - **\$300 rental fee**

\$75 nonrefundable deposit: \_\_\_\_\_ due the day the contract is signed

\$225 due day of event: \_\_\_\_\_

\$25 per additional hour: \_\_\_\_\_

\$25 fee per hour for decorating the day prior \_\_\_\_\_

\$25 gas stove use (in kitchen) \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

DEPOSIT: \_\_\_\_\_

AMT DUE: \_\_\_\_\_

**SMALL HALL** – seats 50 – open one hour prior to scheduled event - **\$100 rental fee**

\$25 nonrefundable deposit: \_\_\_\_\_ due the day the contract is signed

\$75 due day of event: \_\_\_\_\_

\$25 per additional hour: \_\_\_\_\_

\$25 fee per hour for decorating the day prior \_\_\_\_\_

\$25 gas stove use (in kitchen): \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

DEPOSIT: \_\_\_\_\_

AMT DUE: \_\_\_\_\_