



850 N. St. Vrain Ave.  
PO Box 127  
Estes Park, CO 80517  
970-586-6118

## Rental Application and Agreement

(Please print clearly)

1. Date Submitted: \_\_\_\_\_
2. Have you rented from us before? \_\_\_\_\_  
If yes, please indicate date and name of the function: \_\_\_\_\_  
If No. How did you hear about us? \_\_\_\_\_
3. Renter: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone (cell): \_\_\_\_\_ Phone (home/work): \_\_\_\_\_  
Email: \_\_\_\_\_
4. Additional Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone (cell): \_\_\_\_\_ Phone (home/work): \_\_\_\_\_  
Email: \_\_\_\_\_
5. Renter is an \_\_\_\_\_ Individual \_\_\_\_\_ Organization – type: \_\_\_\_\_
6. Event Date(s) \_\_\_\_\_  
Event Times: Setup \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Clean-up done \_\_\_\_\_
7. Event description: \_\_\_\_\_
8. Event Attendance: \_\_\_\_\_  
(Hall accommodates 100-120, tables and chairs available for 120 arranged without dance floor)

## Rental Worksheet

**Refundable Security deposit: \$300** \_\_\_\_\_

### **Hall Usage**

Sunday through Thursday \$ 750 per day

Friday or Saturday \$1250 per day

Holiday Rates: Memorial Day, July 4, Day after Christmas, New Years - \$2500 per day

*Discounts may be available for Legion Members (including Sons and Auxiliary), and local organizations at the Legion Club's discretion. Please ask.*

### **Full bar service is available. Choose:**

\_\_\_\_\_ Hosted

requires 20% gratuity

Details: \_\_\_\_\_

\_\_\_\_\_ Non-hosted (guests purchase their own drinks).

(a mix of hosted and non-hosted is possible)

*This is a private club with a liquor license that requires all persons consuming alcohol to be signed in by a member of the club, or a Special Event Permit must be obtained at a cost of \$50, to be paid by the renter. The permit must be obtained by the Legion 40 days prior to the event and the fee must be paid to the American Legion with the security deposit.*

Special Permit for Alcohol consumption if no member is available: \$50 \_\_\_\_\_

### **Tables and Linens:**

Choose: round tables: \_\_\_\_\_ rectangular tables: \_\_\_\_\_ both: \_\_\_\_\_

*Tablecloths are available for rent. Colors available are: White, Ivory, Black and Burgundy.*

*The fee is \$9 per cloth. Choose: Color \_\_\_\_\_ Quantity \_\_\_\_\_ times \$9 = \_\_\_\_\_*

*White chair covers can be rented at \$8 per cover. Quantity \_\_\_\_\_ times \$8 = \_\_\_\_\_*

### **Commercial Grade Kitchen:**

*Kitchen is available for professional caterers at catered events only. Rental rates for commercial kitchen are: \$50/hour with a \$100.00 minimum. The security deposit applies to cleaning of the kitchen, also.*

Kitchen rental \_\_\_\_\_ hours times \$50= \_\_\_\_\_

### **Catering by the Legion:**

*Post 119 offers a variety of catered food options. Please see separate Catering Contract.*

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

*Your signature below reflects your acceptance of these projected costs (subject to modification if agreed and initialed by both parties) and of the Legion Rules and Regulations on the attached document.*

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

*American Legion Representative*

**Your event will be confirmed upon receipt of your \$300.00 security deposit.**

## **Legion Rules and Regulations**

### **General Information**

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the hall.
3. Applications and deposits for the hall will only be accepted by the American Legion Post 119's agent, Dottie Allen, Finance and Operations Manager at 850 N. St. Vrain Ave., Estes Park, CO 80517, or by mail at PO Box 127, Estes Park, CO 80517.
4. This application does not grant any rights to Applicant or authorize Applicant's use of the Hall until approved by a representative of the Post. The American Legion reserves the right to refuse use of the Hall to any person or group.
5. The American Legion and Post 119 are not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the Post 119 property.
6. Individuals or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect and hold the American Legion Post 119 harmless from all claims and damages arising from their use of the Hall.
7. No animals, except service dogs, are allowed in the Hall facility.
8. No smoking or open flames are allowed in or around the Hall facility. Smoking is allowed in the Beer Garden in the front of the building.
9. The American Legion Post 119 reserves the right to require that security guards be present at the expense of the renter.
10. Applicant may not store items in the hall prior to the event. Items left for more than 24 hours after an event will be considered abandoned and shall become the sole property of the Post, which will be free to dispose of any such items as it sees fit. Any cost of disposal will be deducted from Security Deposit.
11. On the date of the event, the Hall will be opened and closed by a representative of Post 119. The Post representative shall have access to the facility at all times and shall not be excluded for any reason.
12. The Hall is located in the American Legion Post 119 building. Post 119 is a private club and members of the club shall have access to the building lounge area during the event.
13. Posters and any publicity must be approved by the Post in advance.
14. The Post staff may photograph or videotape all attendees, including minor children and the Post may use photographs or videotapes to promote American Legion programs. All photos or videotapes will be the property of the Post.

15. No alcohol may be brought into the club by the applicant or their guests. The Post reserves the right to shut down the event if this rule is broken, with no refund of fees.
16. The event times indicated on this rental agreement are the arrival and departure time and should include all room setup, decoration and cleanup time for the event. Applicants are expected to vacate the facility promptly by the time specified on the rental agreement.

### Cancellation Policy

1. If the reservation is canceled less than 30 days in advance of the event date, the entire rental fee will be forfeited. If no rental fee has been paid, the cancellation fee shall be the amount of the security deposit.
2. Cancellation of your reservation by the American Legion will occur:
  - a. If the application is found to contain false or misleading information.
  - b. If the proposed use would be detrimental to the health, safety, general welfare or efficient operation of the Hall or Legion Post.
  - c. If any individual, group, member or guest has willfully or through gross negligence, mistreated the staff, the equipment or facility, or violated state or local ordinance.
  - d. If the applicant has failed to make rental payment within minimum times provided.
  - e. If the applicant defaults on or has not completed all conditions and requirements for use of the facility
  - f. If the facility is needed for emergency use.
  - g. If circumstances have arisen from natural disasters, power outages, or other unusual situations.
3. The American Legion Post shall not be liable to Applicant for damages in excess of the Rental Amount for any cancellation or breach by the Post.

### Fees

1. Reservation will not be confirmed until security deposit is received.
2. No later than 30 days prior to your event:
  - a. Rental fees and security deposit must be paid in full.
  - b. All permits and licenses (when necessary) must be submitted to the Post.
3. If these requirements are not met at least 30 days before your event, the Post reserves the right to cancel the reservation without refund of fees or deposits paid.

### Cleaning

1. The Hall will be left as found. All decorations, food, and other property of the Applicant will be removed. There will be no storage in the Hall.
2. The Post will sweep and wet mop the floor and dispose of trash as part of the rental fee. Any cleaning required beyond that will be charged to the Applicant and deducted from the security deposit.