

Circle 119 Rental Worksheet

Refundable Security Deposit: up to \$200 _____
Cleaning Fee: \$100 _____
Event Host: \$50-\$300 _____
(\$25/hr. Final cost determined by needs – e.g., set-up, event coordination, etc.)

Facility Rental:

Sunday through Thursday \$300 per day _____
Friday or Saturday \$500 per day _____
Holiday Rates: \$1500 per day _____
(Thanksgiving, day after Christmas, New Year)
Discounted Rates: \$100 for local non-profits (except holidays) _____
1/2 price for Post 119 members, Auxiliary, SAL, staff _____
Free for member who are WWII Vets _____

Bar Service

_____ Hosted. Requires 20% gratuity. _____
Details (e.g., beer, wine, full service, specialty drinks): _____
_____ No-host (guests purchase their own drinks)
_____ Satellite bar set up and hosted: \$10 per hour plus 20% gratuity _____
Details (e.g., beer, wine, full service, specialty drinks): _____

Tables and Linens:

_____ Round Tables _____ Rectangular Tables:
Tablecloths are available in white, ivory and black.
Color _____ Quantity _____ @ \$10 each _____
Chair Covers (white only) Quantity _____ @ \$8 each _____

Commercial Kitchen:

_____ kitchen rental _____ hours @ \$50/hour (\$100 minimum) _____
_____ use of kitchen as event staging area @ \$25 _____

Catering:

_____ American Legion (see Catering Contract)
_____ Outside caterer or food truck. Name: _____
_____ Renter will supply food

Estimated Total: _____

Final Total: _____

Special Instructions: _____

I accept these projected costs, which are subject to changes when agreed on by both parties and to the American Legion Rules and Regulations (see attached documents).

Accepted by: Print _____ Signature _____ Date: _____

Accepted by American Legion Representative: _____ Date: _____