

Rental Worksheet

Refundable Security Deposit: \$200 _____

Cleaning Fee: \$100 _____

Event Host \$50-\$300 _____

(Facilitates hall setup, coordinates with caterer, bar, etc.) _____

Hall Usage

Sunday through Thursday \$300 per day

Friday or Saturday \$500 per day

Holiday Rates: \$1500 per day

(Memorial Day, July 4, Day after Christmas, New Year's)

Discounted Rates for: \$100 for local non-profits (except holidays)

1/2 price for American Legion members and staff

Free for member who are WWII Vets

Bar Service

(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)

____ Hosted _____

Requires 20% gratuity _____

Details: _____

____ Non-hosted (guests purchase their own drinks)

____ Satellite Bar set up and hosted: \$10 per hour _____

Requires 20% gratuity _____

Details: _____

Special permit for Alcohol consumption if no member is available for sign in: \$50 _____

(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)

Tables and Linens:

Round Tables: _____ Rectangular Tables: _____

Tablecloths are available in White, Ivory and Black

Color _____ Quantity _____ @ \$9 each = _____

Chair Covers (White only) Quantity _____ @ \$8 each = _____

Commercial Kitchen:

Kitchen rental (\$100 minimum) _____ hours times \$50/hour = _____

Use as event staging area: \$25 _____

Catering:

American Legion - See separate Catering Contract _____

Outside source – List name of caterer _____

Renter will supply food _____

Special instructions: _____

GRAND TOTAL: _____

Your signature below reflects your acceptance of these projected costs (subject to changes when agreed on by both parties and is subject to the American Legion Rules and Regulations (see attached documents).

Accepted by: Print _____ Signature _____ Date: _____

Accepted by American Legion Representative: _____ Date: _____