



American Legion Captain Stephen W. Frank Post 269
1485 Halsett Road • Haslett, MI 48840
(517) 339-9018
Email: Haslettpost269@att.net

Hall Rental Agreement

Date of Event: ___/___/___ Time: _____ to _____
Purpose of use _____ Waitress? _____
____ Legionnaire _____ Auxiliary ____ SAL ____ Non-member

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Work Phone _____

AMERICAN LEGION POST 269 HALL RULES OF USE

The American Legion is a non-smoking establishment.

Alcoholic beverages may be purchased at market price. If alcoholic beverages are offered, a Legion server **must** be hired for \$12.00/hour. *Alcoholic beverages may not be brought in by renter or guest (State Law). It is illegal for minors (under 21 years of age) to consume alcohol, and will not be tolerated by the American Legion Post 269 on any occasion.*

No alcoholic drinks are allowed outside the building. Violators will be given one warning. If a second violation occurs, the violator will be asked to leave the premises and not allowed to return to the event. Meridian Township police are authorized to monitor building and parking lot.

Rental will run from 9:00 a.m. to midnight, plus clean-up time. Should you require additional set up time, the charge will be \$50.00 for a three-hour period. **Music and drinking must stop at midnight.**

Plastic glasses must be used at all times.

Hall is rented as is. Tables and chairs are the only items that may be rearranged. Other items may be covered with paper, but not moved. No scotch tape is to be used anywhere. Masking tape may be used.

Shuffleboard and pool tables are not part of the Rental Agreement and must remain covered.

Caterers will coordinate with the Bar Manager prior to setup.

Clean up shall be done before leaving the building. Clean up by the renter will include:

- Tile floor is to be mopped, carpet vacuumed.
- Tables and chairs returned to the proper locations and wiped down.
- Decorations must be removed
- All trash must be placed in dumpster.
- If kitchen is rented, the stove, kitchen area must be cleaned. Utensils are to be washed and returned to original storage.

Should the hall not be cleaned properly, or if repairs are required, your deposit will not be refunded. Should excessive repairs be required, you will be assessed \$50.00 per hour plus the cost of materials.

American Legion Post 269 is not responsible for personal injury, personal property damage or property damage due to loss or theft or accident during the rental. The renter is responsible to supply liability insurance coverage for such incidences.

The person responsible for the rental will be present at all times and will be the last one to leave the building.

Any situation not covered above must be coordinated with the Bar Manager.

Deposit is due upon signing this agreement. ***Deposit is non-refundable if the hall is not used.*** The deposit will be returned the week following the rental after inspection of the building and equipment.

I, _____, the hall renter for the period stated above, understand and agree to these terms and requirements, as indicated by signing this agreement.

Hall renter _____ Date _____
Signature

Bar Manager _____ Date _____

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Deposit \$ _____ Ck# _____ Date _____

Rental Fee \$ _____ Ck# _____ Date _____

Date Deposit Returned _____

Additional Notes/Incidental costs
