Hall Rental Contract

Type of Event:		
Event Date:	Start:	End:
Contact:		
Sponsor:		
Phone:		
# of People Atte	nding:	
Caterer:		<u>-</u>
Phone:		
DJ/BAND:		
Phone:		
Rental Hall Fee:_		
Refundable Clear	ning Deposit:	
Additional Hours (\$150 per hour):		
Bar Back (over 85 ppl \$50):		
Additional Bartender (+120 ppl \$100):		
Coffee Bar (\$40 -	- coffee, cups, cr	reamer, sugar, etc)
Coffee Bar:		
Linen: Tablecloths @ \$8.00 each / Napkins: \$0.30		
Rounds:	Longs:	Napkins:
Linen Total:		
Cash Bar Tab(Y/I	N):	
18% Gratuity:		
Total:		
A 50% deposit of the the date. Party Depo		cost is required to hold ABLE.
Deposit:		
Checks made payabl \$75.00 fee on all retu	_	ion Post 1040
Customer:		Date:

Post-Rep:

American Legion Blanchard Currey Post #1040 16 West Poplar Drive Delmar, NY 12054 (518) 439-9819



Any person wishing to rent our facilities must be a Legion family member, or sponsored by a member.

Rental includes rental of the hall for 4 hours, 1 bartender, set-up and break down of tables and chairs, plus general clean up. Non-members are required to submit a REFUNDABLE clean up deposit of \$250. This will be returned 48 hours after the conclusion of your event pending all requirements have been met.

Member Hall Rental Fee: \$550.00

Non-Member Rental Fee: \$750.00

All events are for the upstairs only. The Lounge downstairs is not available for events.

Parties over 85 people will require a bar back at a fee of an additional \$50

Parties of over 120 people will require an additional bartender at a fee of \$100

All Bar Tabs incur an automatic 18% gratuity

No outside beverage will be brought in from the outside. All drinks must be purchased from the bar, and cannot leave the building.

Smoking in designated areas only.

Absolutely no drinking in parking lot.

All food brought in, must be removed by the end of the event.

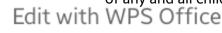
No use of the Post's kitchen or refrigeration due to insurance.

Caterer must be licensed and will supply their own pans, dishes, flatware, cups, sterno, etc. Any use of post supplies will be charged.

Party Host is responsible for clean up and set up of decorations. Party must be broken down a half hour after scheduled event ends.

No Confetti, Glitter, or balloons containing such.

Party host assumes all responsibilities and liabilities of any and all children present.



Date: