

Hall Rental Contract

Type of Event: _____

Event Date: _____ Start: _____ End: _____

Contact: _____

Sponsor: _____

Phone: _____

of People Attending: _____

Caterer: _____

Phone: _____

DJ/BAND: _____

Phone: _____

Rental Hall Fee: _____

Refundable Cleaning Deposit: _____

Additional Hours (\$150 per hour): _____

Bar Back (over 85 ppl \$50): _____

Additional Bartender (+120 ppl \$100): _____

Coffee Bar (\$40 - coffee, cups, creamer, sugar, etc)

Coffee Bar: _____

Linen: Tablecloths @ \$8.00 each / Napkins: \$0.30

Rounds: _____ Longs: _____ Napkins: _____

Linen Total: _____

Cash Bar Tab(Y/N): _____

18% Gratuity: _____

Total: _____

A 50% deposit of the party's projected cost is required to hold the date. **Party Deposit is NONREFUNDABLE.**

Deposit: _____

Checks made payable to: **American Legion Post 1040**

\$75.00 fee on all returned checks

Customer: _____ Date: _____

Post-Rep: _____ Date: _____

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.



Edit with WPS Office