



AMERICAN LEGION POST 456

323 Greenwich Street

Stewartsville, NJ 08886

Phone: (908) 619-5301

Welcome to American Legion Post 456. It was built and is maintained by members of the American Legion Post. We hope that you enjoy the facility and respect the premises and its contents so it can be enjoyed by all.

**GENERAL RULES REGARDING SECURITY:** A Legion member must always be present during the event. Unless otherwise agreed upon, access to the building will be made through the side door. The renter will, at no time during the event, alter the electrical, heating or air conditioning settings in the building. No one is allowed on the stage or side rooms without permission from the Legion member in attendance. Maximum capacity of the large room is 100 people with tables and chairs. ***THE POST IS A NON-SMOKING FACILITY SO SMOKING IS NOT PERMITTED WITHIN THE CONFINES OF THE BUILDING.***

**ALCOHOLIC BEVERAGES:** ***NO OUTSIDE ALCOHOL MAY BE BROUGHT INTO OUR BUILDING.*** Anyone found in violation of this law may be subject to immediate cessation of the event and forfeiture of all rental costs. **At no time will alcohol be allowed outside the building.**

**RESERVATIONS:** Based on a first-come first-served basis. A \$50 nonrefundable deposit, due at time of booking, is required to reserve the Post Hall. ***We generally will not require this.***

**PAYMENT:** Payment in full is due one week prior to the event. ***This is flexible.***

**FOOD SERVICES:** Use of a caterer is recommended. Only the microwave in the kitchen may be used for cooking. We have three refrigerators available for storage of food and non-alcoholic drinks. We do not have plates or utensils.

**FURNISHINGS:** DO NOT MOVE OR INTERFERE WITH THE POST PHOTOS OR WALL HANGINGS IN ANY WAY. Requests for minor changes to the rental room layout may be made at the time of booking. It is suggested that renter take photos of the Hall prior to the event to ensure that Hall is returned to pre-event condition.

**DECORATIONS:** Only easily-removable without damage types of tape will be allowed on the walls or ceiling. Use of attachment devices such as screws or nails is strictly prohibited. Please refrain from using confetti or loose glitter.

**MUSIC and OTHER ENTERTAINMENT:** Have respect for the neighbors. Keep decibels at a reasonable level.

**HOURS:** As a general rule, all clean-up should be completed and the Post Hall vacated by everyone by 12:00 midnight. Decorating and set-up of the hall should be done within the hours of the scheduled event. Exceptions may be made if agreed upon at least one week prior to the event.

**CLEAN-UP REQUIREMENTS:** Renter is responsible for clean-up. Floor is to be swept at conclusion of the event. Any spills should be cleaned up. If kitchen area is used, clean the areas used. The Legion is not responsible for any items left behind.

**RESPONSIBILITIES:** American Legion Post 456 assumes no responsibility or liability for any loss or damage to you or your guests during this rental period. The individual(s) signing this agreement shall be in attendance for the duration of the event. Renter must assume full responsibility for the actions of their guests to include damage to the Hall or its furnishings. Both entrances have a 7" step up/down to enter or leave the building. Renter is responsible for safe entrance and exit for all guests.

**PARKING:** There is limited daytime parking from Monday-Friday. At no times should vehicles block any of the fire or police access areas.

**WI-FI/CABLE:** We have wi-fi, but not cable.

**RENTAL COST:** The total cost for American Legion Post 456 Hall rental on the date and time shown below is:

\_\_\_\_\_.

Name of Event: \_\_\_\_\_.

Name of Renter: \_\_\_\_\_.

Date of Event: \_\_\_\_\_ Total Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_.

Date of Set up: \_\_\_\_\_ Hours of set up: From: \_\_\_\_\_ To: \_\_\_\_\_.

Number of Guests: \_\_\_\_\_.

Non-refundable \$50 deposit to be applied to total: \_\_\_\_\_.

Total Cost of Hall Rental: \_\_\_\_\_ Contract is not considered consummated until paid in full.

Paid By: \_\_\_\_\_.

**I HAVE READ THE ABOVE AND AGREE TO BE BOUND BY THE STATED POLICIES IN THIS CONTRACT. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL DAMAGE TO THE POST HALL OR ITS FURNISHINGS AS CAUSED BY ME AND/OR MY GUESTS. FAILURE TO COMPLY SHALL RESULT IN THE FORFEITURE OF ALL RENTAL FEES INCLUDING DEPOSIT. I ASSUME RESPONSIBILITY FOR ADDITIONAL FEES OR COSTS INCLUDING LEGAL THAT MAY BE REQUIRED TO RETURN THE FACILITY TO THE CONDITION PRIOR TO RENTAL.**

**NAME:** \_\_\_\_\_.

**ADDRESS:** \_\_\_\_\_.

**TELEPHONE:** \_\_\_\_\_.

**DATE:** \_\_\_\_\_.

**SIGNATURE:** \_\_\_\_\_.

**LEGION REPRESENTATIVE SIGNATURE:** \_\_\_\_\_.