

**AMERICAN LEGION POST 219
AMERICAN LEGION FUNCTION HALL
RENTAL PRICING WORKSHEET**

Date: _____

Name Of Renter (or Organization): _____

Contact Person: _____

Contact Phone: _____ Alternate Phone: _____

Event Date: _____ Event Times: _____ # Of Attendees: _____

Brief Description of Event: _____

PRICING OPTIONS:

A. Hall Rental – Per Hour \$ _____ x _____ (hours) \$ _____

B. Clean Up \$65.00

C. Tables (setup and break down)

_____ 8 ft. Long Rectangle Tables - \$120

_____ 5 ft. Round Tables - \$75.00 \$ _____

D. Service Bar

of Bartenders _____ x \$10.00 per hour (minimum \$30.00) \$ _____

E. Kitchen Use

Clean up \$25.00 \$ _____

Equipment Use \$ _____

Coffee and Tea (unlimited) \$35.00 \$ _____

F. Other: _____ \$ _____

G. Security Deposit \$ 150.00

TOTAL EVENT CHARGE \$ _____

DEPOSIT (due at signing) \$100.00

Signature of Renter _____ Date: _____

The Renter acknowledges that this Rental Price Agreement is incorporated into and a part of the Rental Agreement

American Legion Post 219 Representative: _____ Date: _____

**AMERICAN LEGION POST 219
AMERICAN LEGION FUNCION HALL
RENTAL AGREEMENT
P.O. Box 1, Fruitland Park, Fl 34731
Phone: (352) 787-2338**

Type Of Activity: _____

Date of Event: _____ Event Time: _____

Name Of Renter (or Organization): _____

Address: _____

Contact Person: _____

Contact Phone: _____ Alternate Phone: _____

Post/Unit/Squadron 219 Member: _____ Yes _____ No

Number of Attendees (Approximate): _____ (maximum140)

FACILTY RENTAL FEES (Prices subject to change without notice):

Basic Hall Rental
\$45.00 per hour – Members Only
\$65.00 per hour – Non Members

Clean Up - \$65.00

Tables (setup and break down):
\$120.00 – Long Tables
\$75.00 – Round Tables

Service Bar (One Bartender per 50 Guests)
\$10.00 per hour per bartender – Minimum \$30.0 per bartender
\$10.00 – set up and breakdown

Kitchen (use as defined below)
\$35.00 – unlimited coffee and tea
\$25.00 – clean up

Cleaning Damage Deposit Fee: \$150.00 – returned after final inspection
\$100.00 deposit required at signing
Balance due two (2) weeks prior to event

**TERMS AND CONDITIONS OF AMERICAN LEGION FUNCTION HALL
RENTAL AGREEMENT**

RENTER RESPONSIBILITIES:

1. Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the American Legion Post 219 facilities.
2. Renter is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. The American Legion Post 219 Representative may close down an activity that poses a threat to the safety of the participants or the facility. If Necessary the American Legion Post 219 Representative will stop the servicing of alcoholic beverages and/or clear the facility and end the event.
3. Renter is responsible to ensure that the time you request includes all the time you will need to set up tables and chairs, put up the take down decorations, arrival and set up for your catering service, entertainment and clean up.
4. Renter is responsible for designation a person to meet with the American Legion Post 219 Representative for a walk through inspection prior to the commencement of rental and at the conclusion of rental.
5. Renter is responsible for providing the American Legion Post 219 Representative with a Function Hall Layout detailing how the event will be set up, including placements of tables, at least two (2) weeks prior to the event for approval. Function Hall layouts that are not approved must be modified to meet approval. The American Legion Post 219 reserves the right to cancel any event that does not have an approved Function Hall Layout.

Renters Initials: _____

CANCELLATIONS:

- All Cancellations should be submitted in writing to the American Legion Post 219.
- If cancellation is received or post marked within 5 business days after application date, you will be refunded your first payment in full.
- If cancellation is received or post marked after 5 business days from application date, first payment will not be refunded.
- If cancellation is received or post marked after second payment, refund is limited to optional items and services, rental fees, and cleaning/damage deposit.

Renters Initials: _____

CLEANING/DAMAGE DEPOSIT REFUND:

If your scheduled hours of use exceed the designated time for any reason, additional fees will be deducted from the clean/damage deposit. Any cost for extra cleaning of the facilities and furnishings, both inside and out, or damages to floors, walls, furnishings, and landscaping, will result in a deduction or forfeit of your deposit. You will be billed for damages not covered by your deposit.

Renters Initials: _____

SECURITY:

All applications will be reviewed by the Fruitland Park Police Department. The Fruitland Park Police Department may require you to furnish professional security for your event, and this additional expense will be your responsibility. The American Legion Post 219 will have final approval regarding the professional security service used. A copy of the contract with the security company must be provided to the American Legion Post 219 no less than fourteen (14) days prior to the event.

Renters Initials: _____

ALCOHOLIC BEVERAGES:

- No alcoholic beverages are to be brought into or out of the American Legion Post 219 at any time. Violation of this condition will be cause for termination of the event, closing of the hall and loss of security deposit. This policy will be strictly enforced.
- If the Renter desires the use of the hall Service Bar, bartenders will be furnished by the American Legion Post 219 at the stated prices. Drink prices will be charged at the standard rates applicable at the time of rental
- The Renter will be responsible for the conduct of children attending the function, including underage drinking of alcoholic beverages. Anyone observed drinking alcoholic beverages that is not of legal age will result in immediate termination of the event.

Renters Initials: _____

KITCHEN FACILITIES:

- Renter may use the kitchen for storage (refrigerators only) and setup of prepared food only. Use of stoves, fryers, microwaves and other kitchen equipment will require the presence of an authorized American Legion Post 219 member and will involve added charges depending on equipment used.
- Outside caterers are allowed if totally self-contained. Their use of the American Legion Post 219 supplies and equipment is strictly prohibited.
- The American Legion Post 219 is available for catering. Quotes available on Request

Renters Initials: _____

HOLD HARMLESS:

The Renter hereby agrees to save, secure, and hold harmless the American Legion Post 219, its Officers, Members, and Employees against claims of action, liability, judgments, cost and expenses, including attorney fees. The American Legion Post 219 will not assume responsibility for damages or loss of any merchandise or articles left in the building prior to or following the function. The undersigned certifies that he/she accepts responsibility on behalf of the participants for any damage or theft sustained by the American Legion because of the occupancy of said premises.

Renters Initials: _____

DECORATIONS:

- All decorations must be flame retardant. Use of glue, nails, tacks or staples is strictly forbidden. You may use masking tape or painters tape to hang decorations. No tape of any kind may be used on the floors. Absolutely no taper candles, floating candles or votive candle may be used. Only battery or electric candles may be used.
- Use of any type of glitter, confetti, rice or birdseed is strictly prohibited on the premises.
- No times will be removed from the walls without prior consent of the American Legion Post 219.
- The Renter will leave no scars or blemishes on the walls, tables or any other American Legion Post 219 property.

Renters Initials: _____

OTHER SPECIFICS:

- Smoking is not permitted anywhere within the building.
- Alcoholic beverages cannot be serviced or sold at events or rentals which are primarily designed for minors under the age of 21 years.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the American Legion Post 219 and the Fruitland Park Police Department.
- Facility rental cannot be transferred, assigned or sublet.
- Animals are not permitted in the building (except service dogs).
- Parking availability is not guaranteed and on any occasion may be limited.
- Young children attending events must be under the direct supervision/control of an adult 18 years of age or older at all times and in all areas.
- A contract may be terminated or voided by the American Legion Post 219 if the information provided on the application is inaccurate and/or incorrect.
- If Special arrangements are required for a handicapped individual, prior notification must be given seven (7) days prior to the function. The American Legion Post 219 is a handicapped facility.
- After the event, the Renter is responsible for:
 1. The removal of all decorations and all other items brought on the premises.
 2. The removal of trash from the buildings and parking area and the placement of all trash and recyclable items in the appropriate dumpsters.
 3. The complete cleaning of the building and the parking lot as detailed in the setup & cleaning guidelines.

Renters Initials: _____

NOTE: The American Legion Post 219 Representative will be available to answer questions and guide you as necessary. Service of the American Legion Post 219 Representative does not include waiting tables, cleaning or moving tables and chairs.

The American Legion Post 219 will not discriminate against any individual or organization on the basis of race, sex, creed, national origin, religion, or physical disability.

I have read and agree with the terms and conditions of the entire contract, including the attached Rental Pricing Worksheet.

Signature of Renter: _____ Date: _____

American Legion Post 219

Representative: _____ Date: _____