

Erk Cottrell Post #140

American Legion
325 N. Ohio Street
Greenville, Ohio 45331
(937)548-7077

Date: _____

HALL RENTAL CONTRACT FOR MEMBERS OF POST #140

There will be a \$150 Deposit Fee/Clean-Up Fee. **Refundable as long as if you have to cancel but you must cancel before 30 days prior to the Event.!!! Non-Refundable if less than 30 days prior of the Event. NO EXCEPTIONS!!!**

Minimum Charge of \$300 for Hall Rental.

Rental Time will Terminate at Midnight

Additional Charge of \$50 for Set-Up Night Before. **Event Set-Up Time the Day Before will be 5 pm – 10 pm unless another Event is Scheduled.**

There will be a charge of \$150 for any use of the Kitchen

If Bar is Used, you must use a Post Bartender. The Bartender will be paid at the rate of \$15.00 per Hour. This pay will begin 1 hour prior to the Event and 1 hour after everyone leaves.

Guests **WILL NOT BE ALLOWED IN THE POST CANTEEN ROOM,** unless they are Legion Members

There will be a **MINIMUM** food storage in the Walk-In Cooler unless other arrangements are made.

ALL ALCOHOLIC BEVERAGES WILL BE PURCHASED THROUGH THE POST ONLY!!!
NO CARRY-IN ALCOHOL PERMITTED!!! NO EXCEPTIONS!!!

DATE & HOURS REQUESTED _____ DATE SIGNED _____

DEPOSIT CASH _____ CHECK # _____ DATE _____

TOTAL PAID CASH _____ CHECK # _____ DATE _____

RENTEE'S NAME (PRINTED) _____

RENTEE'S SIGNATURE _____

RENTER'S SIGNATURE _____

Rentee's Information: Phone # _____ Bartender: Yes/No Hrs. _____

RESPONSIBILITY OF RENTEE

THERE WILL BE NO ALCOHOLIC BEVERAGES PERMITTED OUTSIDE OF THE BUILDING. YOU ARE LIABLE FOR ANY DAMAGES TO THE BUILDING AND EQUIPMENT. YOU MUST KEEP FIRE LANES AND EXITS OPEN. CHILDREN ARE NOT PERMITTED TO RUN OR PLAY IN THE PARKING LOT.

*****ERK COTTRELL AMERICAN LEGION POST #140 ASSUMES NO LIABILITY DURING HALL RENTAL PERIOD!!!*****

ALL MONEY OWED TO POST #140 **MUST BE PAID** BY THE END OF THE RENTAL PERIOD, PRIOR TO LEAVING THE BUILDING!!! **NO EXCEPTIONS!!!**