

COMMANDER  
Ryan Lanser

FIRST VICE COMMANDER  
TC Cougill

SECOND VICE COMMANDER  
Kaia Glenn



ADJUTANT  
Wendy Maechtle

FINANCE OFFICER/TREASURER  
Mike Ball

IMMEDIATE PAST COMMANDER  
Mike Eibs

## HALL RENTAL AGREEMENT CONTRACT

Today's Date: \_\_\_\_\_

### RENTAL FEES

Security Deposit: \$100.00

All individuals, organizations, or businesses are required to submit a security deposit. The security deposit is due upon confirmation of rental date, along with a signed hall rental agreement contract.

**Please note that your reservation will not be complete/nor guaranteed until payment of security deposit is received.** The hall must be cleaned to pre-event conditions before the security deposit will be returned. Post 82 retains the right to return only a portion of the deposit if additional cleaning is needed after the event. **Please make checks payable to: American Legion Post 82.**

Standard Rates: (2) Hours: \$150.00 (6) Hours: \$250.00

Due to State and Local Licensing laws, no outside alcohol / drinks are allowed in the building or on the premises. The Renter assumes all responsibility for the supervision /actions and damages occurred by their guests attending their event on the American Legion Property

\_\_\_\_\_(renter's initials). In the event of non-compliance, this agreement/event can be terminated at the option of the duty manager and all monies will be forfeited. All fees will be due upon approval to the Van Ells-Schanen American Legion Post 82.

### YOUR INFORMATION

\_\_\_\_\_  
Renter's Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Renter's Street Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Renter's Driver's License

\_\_\_\_\_  
State

Are you an American Legion Member?

YES  NO

### EVENT INFORMATION

\_\_\_\_\_  
Rental Date Start Time End Time

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**Number of Guests**

20-30  30-50  50-100  100-200

**Type of Event**

Answer in a few words (i.e. graduation, celebration of life, etc.)

**Bartender(s) Required?**

YES  NO

**LINENS**

The hall can provide table linens for your hall rental at a cost of \$2.50 per table. This includes one 62" linen tablecloth and four cloth napkins.

**Would you like linens for your event?**

YES  NO

**How many tables with linens (one tablecloth & four cloth napkins at \$2.50/table)?**

*Please enter a numeric number*

**ADDITIONAL INFORMATION**

**Please provide any notes, inquiries, or special requests:**

**ACKNOWLEDGEMENT OF AGREEMENT**

I hereby certify that I have read all the terms, conditions, and guidelines herewith this contract as well as within the terms and guidelines document as provided by the Van Ells-Schanen American Legion Post 82 and agree to all with no changes.

\_\_\_\_\_  
**Renter's Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

\_\_\_\_\_  
**American Legion Post 82 Approval  
(Officer's Signature)**

\_\_\_\_\_  
**Date**

**Security Deposit Amount Collected:** \_\_\_\_\_

**Security Deposit Payment Type**

Cash  Credit  Check

**Check Date:** \_\_\_\_\_ **Check #:** \_\_\_\_\_