

COMMANDER
Ryan Lanser

FIRST VICE COMMANDER
TC Coughill

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: Up to Two (2) Hours: \$250.00
(includes \$100 deposit)

Up to Six (6) Hours: \$350.00
(includes \$100 deposit)

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 Driver's License

State

Renter's Printed Name

Phone

Renter's Street Address

Email Address

City State Zip

Is the above address the address we may your security deposit check? **If not, please provide remittance address below.**
YES ☐ NO ☐

Remittance Street Address

City State Zip

Are you an American Legion Post 82, Auxiliary Unit 82, or Squadron 82 Member?
YES ☐ NO ☐

EVENT INFORMATION

Rental Date Start Time End Time



Got a question? We are here to help!
Mary Lou Mueller, Hall Coordinator
mueller.marylou@gmail.com
262.284.5343

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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 linen 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. **Please include any bulk alcohol items so we are prepared.**

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

Amount Collected:

Payment Type

Cash ☐ Credit ☐ Check ☐ Check Date: _____ Check #: _____

CREDIT CARD TRANSACTION FEE FOR PAYMENT ONLINE

Transaction fees charged by Square and Wix [(2.9% +\$0 .30 (Square))] + [\$6.00 (Wix)].