

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 TERMS AND RENTAL GUIDELINES

The American Legion Post 82, 435 North Lake Street, Port Washington, WI makes its facilities available to individuals, organizations and business entities for the purpose of holding social events, meetings, and business-related activities for rental on a one-day basis or regularly scheduled weekly, monthly, or annual basis. Post 82 retains the right to refuse rental to any individual, organization, or business.

DESCRIPTION OF FACILITIES

The American Legion Post 82 includes:

- **Hall & Bar:** Dining area equipped with table and chair setup, bar area, maximum capacity of 150 persons.

RESPONSIBILITIES OF RENTER

- The individual signing the rental agreement must be an adult, over the age of 18 and is considered the responsible party. This person is responsible for upholding the terms of the rental agreement, cleanup, and returning all items in the hall to pre-event condition. A rental agreement is required for all events scheduled at Post 82.
- The responsible party will be held liable for any damages.
- All minors must be accompanied by parent or legal guardian
- Individuals attending the event who are under age 21 are not allowed in the bar area without a parent or legal guardian and are not allowed to consume alcoholic beverages on the premises or be served alcoholic beverages in the bar
- Individuals attending the event who are under the age of 18 are not allowed to vape, smoke, or use other tobacco products while on the Post 82 premises. Absolutely NO VAPING or SMOKING inside the building (Wisconsin Act 12, Section 101.123, Stats).
- The conduct of all individuals attending the event is the responsibility of the responsible party. Everyone must be in strict compliance with the City of Port Washington, Ozaukee County, and State of Wisconsin laws applying to capacity, consumption of alcohol and public decorum¹. Any individual that does not comply will be asked to leave the premises.
- All individuals attending must respect The American Legion Post 82
- All individuals attending the event must respect the property of Post 82's neighbors
- Alcoholic beverages are not allowed outside past the fenced in area nor the parking lot (City of Port Washington ordinance).

¹ *Public decorum relates to speech, dress, and individual acts while on Post 82 property).*

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USAGE 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 rental agreement. 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. **Make checks payable to: American Legion Post 82.**

HALL RENTAL

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

To qualify for the member rate, the individual must be an active member of the Van Ells Shanen American Legion Post 82. The member rate is for members in good standing only.

TABLE 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.

BAR SERVICES

All beverages consumed on Post 82 property must be purchased through The American Legion Post 82. **NO CARRY-INS.**

- Post 82 will assign a licensed bartender to staff the bar during the event. This is the only individual allowed behind the bar for the purpose of dispensing any beverages.
- Beverages available: Liquor, beer, soda, wine, and other malted beverages.
- Large quantities of beer can be ordered for an additional fee. Prices vary depending on selection and must be ordered three (3) weeks in advance. Beer prices are subject to change due to vendor pricing.

EVENT SCHEDULING

- The American Legion Post 82 building will be open to the responsible party at the designated time on the day of the event.
- An end time must be set for the event and must be followed by all parties involved.
- Post 82 premises must be closed to the public and empty by 2:00 am (2:30 am on Friday and Saturday), according to City of Port Washington Ordinances.

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DECORATING

Reasonable allowances will be made for decorating. All decorations must be removed at the end of the event.

- No confetti or glitter allowed
- No tacks or staples on any building surfaces
- Video display equipment is available upon request.

FOOD

Post 82 allows food (not beverages) to be brought in by either the party responsible or a caterer. The party responsible must supply the plates, cups, table coverings, utensils, etc. All leftover food items must be removed from the hall and kitchen at the end of the event.

CLEAN UP

The American Legion Post 82 must be returned to **pre-event conditions**:

1. Sweeping.
2. Dispose of trash into the large dumpster located in the parking lot.
3. If used, the kitchen must be cleaned and returned to the pre-event condition.
4. All leftover food must be cleaned out and removed from the kitchen and hall. Any items remaining will become the property of The American Legion Post 82.

LIABILITIES & DAMAGES

The renter will be liable for any physical damage done to Post 82 property including, but not limited to, burn damage from smoking materials or candles, broken furniture, or fixtures from inappropriate usage. The renter agrees, by signing the rental agreement, to hold Post 82 and its members harmless against any form of liability for mishaps, accidents, acts, or personal interactions that may result in harm to a person or persons attending the event.

CANCELLATION POLICY

If the event is canceled less than 30 days prior to the event, 100% of the hall rental fee will be forfeited unless other arrangements have been made with the rental agent.

RETURN RENTAL AGREEMENT WITH \$100 DEPOSIT CHECK

Van Ells-Schanen American Legion Post 82
c/o Hall Rental Agreement
PO Box 482
Port Washington, WI 53074

Questions? Please contact Post 82 at 262.284.4690 or email our **Hall Coordinator, Mary Lou Mueller** mueller.marylou@gmail.com or via our contact form on our website, <https://www.post82wi.org/contact>