**REQUEST TO RENT AMERICAN LEGION POST 457**

RENTER’S NAME

ORGANIZATION’S NAME

PHONE NUMBER

EMAIL

DESIRED RENTAL DATE

TYPE OF EVENT

NUMBER OF GUESTS

START & END TIME OF EVENT

(This includes the time needed to setup and cleanup)

SELECT DESIRED ADD-ONS

|  |  |  |
| --- | --- | --- |
| Hourly Rental Rate | $100/hr. |  |
| Legion/Auxiliary Member Rate | $50/hr. |  |
| Non-Profit Rental Rate | $60/hr. |  |
| On-Staff Bartender | $15/hr. |  |
| Security Deposit (addresses damages) | $200 | $200 |
| Kitchen Use Fee  Member Fee | $75  $35 |  |
| Hall Clean-up Fee **mandatory** (mopping, sweeping, sanitizing) | $70 | $70 |
| AV System (Monitor, Mic & Speakers) | Free |  |
| Chairs (Qty 150) | Free |  |
| Table: Rectangle (8x30) Qty: 12  Round (48”) Qty:4 | Free |  |
| **TOTAL AMOUNT DUE** | **$** |  |

MINIMUM OF $100 DOWN PAYMENT IS REQUIRED TO SECURE DESIRED DATE; THIS PAYMENT WILL BE DEDUCTED FROM YOUR TOTAL BALANCE.

DAMAGE SECURITY DEPOSIT WILL BE RETURNED IF THERE ARE NO DAMAGES.