



HALL RENTAL AGREEMENT
 American Legion Post #598
 141 Ellsworth Drive
 Horizon City, TX 79928

Name of Renter _____ **Date of Event** _____
Phone # _____ **Start Time** _____ **End Time** _____ **Total Hrs** _____
Approx # of Guests _____ **Name of Event** _____

| <u>Rental Fees</u> | <u>Members</u> | <u>Non Members</u> | |
|----------------------------------------|----------------|--------------------|-------|
| Social Function; up to 170 guest/6 Hrs | \$400.00 | \$500.00 | _____ |
| Each Additional Hour | \$65.00 | \$75.00 | _____ |
| Meetings Only per hour-Max (2) Hours | \$50.00 | \$75.00 | _____ |
| Security Deposit | \$00.00 | \$100.00 | _____ |
| Clean up fee | \$75.00 | \$100.00 | _____ |
| Kitchen Rental for warm-up ONLY | \$00.00 | \$30.00 | _____ |
| Grill/Smoker Rental | \$15.00 | \$30.00 | _____ |
| | | Subtotal | _____ |
| | | Payment | _____ |
| | | Balance | _____ |

Bar Products (standard & premium beer, Kegs, wine, available at discounted rates (arrange with Hall Director))

Renter Agrees With the Following:

Initials

- Only members of any recognized V.F.W., American Legion, Sons of the American Legion, or Auxiliary with a **current** card, can or will be allowed in the bar or clubroom, (T.A.B.C.). _____
- Renter will pay for any damages exceeding Security Deposit. _____
- Security Deposit is 100% Refundable if No Damage Occurs. _____
- Security Deposit is **NOT REFUNDABLE for cancellations and/or date changes.** _____
- Cleaning Deposit is 100% Refundable if the Hall/Kitchen/Grill is cleaned-up at the end of event or the following day, at a prearranged time. **(missing the time more than 30 minutes will forfeit clean-up deposit).** _____
- Renter **must and will** provide licensed uniformed security guard services. _____
 (1 guard for 75 guests or less; 2 guards for 76 to 200 guests; Security Guards can be arranged with local law enforcement or other security guard services)
- **Rental Balance is Due 24 Hours before the hall is to be used.** _____
- All Exit Doors Will Be Unlocked and Must Remain Accessible. _____

Hall Clean-Up consist of the following:

- Tables are arranged as instructed by Hall Director. _____
- Tables and Covers are wiped clean. _____
- Chairs are wiped clean. _____
- Chairs are placed on tables. _____
- Hall and Bathroom Floors are swept and mopped _____
- All trash cans emptied and liners replaced. _____
- Parking Area and Patio Area Cleaned. _____

Hall Director _____ Date _____
 (Signature)
 Renter _____ Date _____
 (Signature)