



**AMERICAN LEGION POST 598**

13000 HORIZON BOULEVARD  
HORIZON CITY, TEXAS 79928  
(915) 852-4823

**HALL RENTAL AGREEMENT**

**DATE OF EVENT:** \_\_\_\_\_

**BEGINNING TIME:** \_\_\_\_\_ **ENDING TIME:** \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_

**NAME OF RENTING PARTY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**APPROXIMATE # OF GUESTS:** \_\_\_\_\_

**PRICING AND REGULATIONS**

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
<b>HALL RENTAL PER HOUR</b>	<b>\$50.00</b>	<b>\$65.00</b>
<b>ADDITIONAL FEES:</b>		
<b>BACK BAR (ALCOHOL CONSUMPTION) PER HOUR</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>BOTTLED BEER/SODA AND LIQUOR</b>	<b>AT COST</b>	<b>AT COST</b>
<b>CLEANING FEE DEPOSIT (DUE AT RESERVATION)</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>NON-REFUNDABLE RENTAL DEPOSIT (DUE AT RESERVATION)</b>	<b>\$75.00</b>	<b>\$75.00</b>

1. There is a one (1) hour minimum rental requirement for meetings and two (2) hour minimum rental requirement for parties/events.
2. Rental must be scheduled two weeks in advance of requested date if requesting “Back Bar” services or one week if not requesting “Back Bar” services.
3. All fees must be paid 48 hours in advance of event.
4. Hall may be decorated up to 24 hours prior to event, as long as the hall is not being used for another function the day prior. All decorations must be removed at conclusion of event. A limited number of decorations may be attached to the walls. Only push pins may be used.
5. No candles or open flames are permitted inside the Hall at any time.
6. A cleaning fee of \$50.00 will be assessed if more than routine cleaning is required by American Legion staff.
7. In order to have alcohol at events, the American Legion must provide bartenders and alcohol. All alcohol must be received from an American Legion Bartender and consumed on the premises. American Legion Bartenders will follow all Texas Alcoholic Beverage Commission (TABC) rules and regulations. **NO OUTSIDE ALCOHOL IS PERMITTED WITHIN THE BOUNDARIES OF THE AMERICAN LEGION PROPERTY.** There is a two (2) hour minimum rental for Back Bar use.
8. Bottled beer, soda, and liquor will be sold to renter at cost (wholesale).
  - a. Orders must be made by the case (beer or soda) and standard bottle size for liquor, pre-paid and placed a minimum of ten (10) days prior to event.
  - b. Unused whole cases of beer and soda (of normally stocked product) will be refunded at 100%.
  - c. Partial cases of beer and soda (between 13-23 bottles/cans) will be refunded at 50% for restocking.
  - d. Partial cases of beer and soda (between 1-12 bottles/cans) will not be refunded.
  - e. Unopened bottles of commonly stocked “Well,” “Specialty” and “Premium” liquors will be refunded at 100%.
  - f. Opened bottles of commonly stocked “Well,” “Specialty” and “Premium” liquors will be refunded at 50% for 1/2 bottles or more for restocking.

g. Opened bottles of commonly stocked “Well,” “Specialty” and “Premium” liquors will not be refunded for less than 1/2 bottles.

h. Specially purchased liquors (not commonly stocked) will not be refunded regardless of remaining amount of product.

i. All refunds will be available four (4) days after event and will be paid by check made payable to the scheduling individual.

j. NO UNUSED BEER, SODA, OR LIQUOR WILL LEAVE THE AMERICAN LEGION PREMISES.

9. If alcohol will be consumed at event, the Renting Party **MUST** provide uniformed/licensed security. For events with up to 75 guests, one (1) security guard is required. Two (2) security guards are required for up to 200 guests.

10. For events with no alcohol consumption, the Renting Party may bring water, tea, juice or soda into hall.

11. All exit doors will be unlocked and must remain accessible.

12. Maximum capacity for the American Legion hall is 160.

13. Only members of any recognized Veteran of Foreign Wars (V.F.W.), American Legion, Sons of the American Legion (S.A.L.) or Auxiliary is allowed in the front bar or clubroom.

14. The Renting Party is responsible and agrees to pay the American Legion for any and all damage to the hall that arises from or is related to the rental of the hall. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property or asset owned by the American Legion. Security deposit is 100% refundable if no damage occurs.

15. The American Legion and Renting party will inspect the hall and its equipment and ensure the same is in proper condition for the Renting Party’s use during the rental period.

16. Cleaning deposit is 100% refundable if hall is cleaned up at the end of event. Arranged time for clean up: \_\_\_\_\_. Thirty (30) minutes past time will forfeit cleaning deposit.

Hall clean-up consists of:

Tables arranged as Hall Manager directs.

Tables, covers, and chairs wiped clean.

Chairs are placed at tables.

Hall and Bathroom floors are swept and mopped.

All trash can emptied and liners replaced.

Parking area and patio area cleaned.

17. The Renting Party shall indemnify, defend, and hold harmless the American Legion and its officers and members against any and all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the Renting Party's rental of the Hall.

18. The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.

I, \_\_\_\_\_, agree to all terms and conditions of this rental agreement as stated above.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME OF RENTING PARTY:** \_\_\_\_\_

**American Legion Liquor Policy Rules and Regulations All Renters Must Follow**

The purpose of this policy is to set forth the position of the American Legion Post 598 with regard to alcohol consumption on its premises. Our position is if one chooses to drink alcohol at social events one should be guided by maturity, restraint and regard for the well-being of others.

1. No individual under the age of 21 is permitted to purchase or consume alcoholic beverages on these premises (13000 Horizon Boulevard, Horizon City, TX). Any individual under the age of 21 seen purchasing or consuming alcoholic beverages will be removed from the premises with the proper authorities notified.

2. Proof of age will be required of any guest wishing to purchase or consume alcohol.

3. It is the policy of the American Legion Post 598 Hall to discontinue an event if we believe individuals are becoming intoxicated or unruly. Law enforcement will be contacted if necessary.

4. Any individual who chooses to consume alcohol is strongly encouraged to refrain from driving and to designate a driver who has not been drinking as his or her only source of transportation.

The above mentioned rules and regulations have been formulated for the safety of our guests utilizing our Hall.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_  
**AMERICAN LEGION POST 598 RENTAL COORDINATOR**

**RENTING PARTY ACKNOWLEDGEMENT AND AGREEANCE:**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME OF RENTING PARTY:** \_\_\_\_\_