

American Legion Post #266
Contract for Hall Rental

Name or Organization _____

Address _____ City, State, Zip _____

Phone #: Daytime _____ Evening _____ Cell _____

Occasion: _____ Date of Event: _____ # of Guests: _____

Hall Rental Fees: Non-Members _____ Members _____ Security Deposit _____

SPECIAL LIMITATIONS AND ADDITIONAL RESPONSIBILITIES OF THE CONTRACTED PARTY

- Alcohol beverages, champagne or pop can be brought into the facility. All beverages to be consumed inside the hall.
- No minor is allowed to rent the hall.
- No glitter, confetti or aerosol decorations allowed.
- No perforations to ceiling tiles or walls.
- Tape, used for decorations, should be removed after the event.
- No blocking of exits.
- No smoking allowed in the building.

Before/After Hall Rental Inspection Checklist:

- Hall is clean and tidy, and in reasonable repair.
- Kitchen, dishes, cutlery and utensils are clean and in designated areas.
- Coffee maker(s) cleaned and ready for use.

Post #266 agrees to provide the renter access and use of the facility and its equipment (tables, chairs, kitchen utensils and coffee pots). Not included in this agreement is access to the 2nd floor or the storage room of the building.

The renter agrees to:

- Return tables and chairs to proper storage area.
- Mop up obvious spills from floor.
- Sweep floor after the event – brooms, dust pan, and wet mop are available in storage area by front door or in kitchen closet.
- Ensure kitchen is clean. Dishes, utensils, coffee pots, etc. are clean and put in proper locations. Counters, sinks, fridges and stove are to be wiped clean.
- All decorations put up by the renter shall be removed by the renter with no pieces of tape left on the walls.
- Clean off and wipe down all tables used.
- Clean up all trash and place in containers. Please leave these containers where they are.
- Ensure all doors are locked after function is over.
- Report all damages or difficulties in the use of the facility as soon as possible to the Post #266 representative.
- The RENTER shall be responsible for any theft and damages caused due to the rental of the facility.

I hereby agree with the above-noted rules regarding use and cleanup of the American Legion Post #266.

(Date) _____.

- Deb Niesen
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Kennard, NE 68034-5164
- daniesen1@yahoo.com
- 402-659-2765

Renter (Print Name)

Renter (Signature)
Phone # _____