

AMERICAN LEGION POST 232 RENTAL AGREEMENT (v1.0)
114 West Broadway Street, Polk City, IA 50226

Renter's Name: _____ Phone Number: _____

Mailing Address: _____

Email: _____

Date of Event _____ Type of Event: _____

Set up Time: From _____ to _____ Event Time: From _____ to _____
(This includes time for clean-up)

Total Hours: _____ Approximate Number of Guests: _____

Are you a current member of the American Legion Post 232 Polk City? Legion Auxiliary Son's Riders (Circle All that Apply)

CHECK ONE:

Cost

_____ Upstairs Hall - 8 hrs. This includes the use of the following: tables, chairs, stage, speakers, bathrooms, 3TVs, shuffleboard, pool table. Access to full cash bar and one bartender. \$ _____
\$350 for non-members
\$150 for minimum of 1yr continuous members of American Legion Post 232 Polk City Organizations

_____ Downstairs Hall - 8 hrs. This includes use of the kitchen, bathrooms, tables, and chairs. \$ _____
Access to full cash bar and one bartender.
\$350 for non-members
\$150 for minimum of 1yr continuous members of American Legion Post 232 Polk City Organizations

_____ **BOTH** Upstairs Hall and Downstairs Hall - 8 hrs. Access to full cash bar and one bartender.
\$500 for non-members
\$150 for minimum of 1yr continuous members of American Legion Post 232 Polk City Organizations \$ _____

Note: If you are interested in having an outdoor event, additional fees may apply, email us for more information.

Optional Additional Fees Needed - CHECK ALL THAT APPLY:

_____ Additional bartender(s). Note: One bartender is provided with the hall rental. _____
The rule of thumb is that there should be 1 bartender for every 50 guests.
\$50 x _____ = \$ _____

_____ Additional Hours. The hall rental is for 8 hours within the same day, which includes setup, event, and clean up time. If you need additional time beyond the provided 8 hours, check this block. _____
\$50 per hour x _____ hrs. = \$ _____

_____ Cleaning Services. The American Legion will complete the Cleaning Checklist for the Renter. _____
Renters are still required to remove all food, decorations, and other items not existing in the building prior to the Renter's occupancy. Cleaning Services accommodate normal cleaning. Damage Deposit may be retained if the Renter doesn't remove their property or normal cleaning takes longer due to Renter's actions.
\$100 Upstairs Hall _____ \$100 Downstairs Hall _____

Mandatory Damage Deposit (Refundable) \$200

Total Cost of Hall Rental (All Fees plus Damage Deposit is due at least 2 months prior to Rental) _____

AMERICAN LEGION POST 232 RENTAL AGREEMENT- Cont.

Information and Rules

The American Legion reserves the right to retract or reject any request we receive for any reason.

The American Legion accepts **CASH ONLY** for sales. There is an ATM available on the premises. **Please make your Guests aware of this prior to your Rental/Event.**

You must be at least twenty-one (21) years of age to rent this venue.

No outside alcohol drinks or pop is allowed. Alcohol drinks and pop must be purchased from the American Legion. We provide a well-stocked cash bar including a variety of alcohol and non-alcoholic drinks and bartender.

Renter must leave a minimum of 10% Gratuity for the Bartender(s) if they run a Bar Tab.

The use of tape, tacks or nails to attach decorations to the walls or ceilings is prohibited. Wall safe tape is allowed.

The use of glitter or glitter-like decorations is prohibited.

Renters are allowed to bring in food to serve to their guests. This includes crockpots, roasters, and other electrical warmers. No open flame warmers allowed. Do not leave/donate left over food to the American Legion.

The Renter is responsible for any acts or omissions which result in any damage, theft, or loss caused by the Renter or their guests while using the American Legion Post 232.

The American Legion bar is open to the public. We do not restrict access to our members during hours of operation including Rentals.

Payment Policy & Damage Deposit

Payment is required for the total cost of the Hall Rental with every reservation, including all Fees and Damage Deposit. All or part of the Damage Deposit will be returned to the responsible party at the discretion of the American Legion depending on the condition of the rental facility and surrounding area when vacated.

The American Legion must receive the Payment and the signed Rental Agreement at least 1 month prior to the rental date before they can confirm a reservation. For availability, check the Legion calendar at post232.org or email barmanager232@gmail.com.

Please make the check payable to the **American Legion Post 232** and mail or deliver to the following address:

American Legion Post 232
c/o Bar Manager
114 W. Broadway St.
Polk City, IA 50226

Cancellation Policy

- If a reservation is cancelled 30 days or more prior to the scheduled rental date, Renter will receive a 100% refund.
- If a reservation is cancelled between 15-30 days prior to the scheduled rental date, Renter will receive a 50% refund on the hall rental and a 100% refund on the Optional Additional Needs and \$200 Damage Deposit.
- If a reservation is cancelled less than 15 days prior to the scheduled rental date, Renter will NOT receive the hall rental refund, but will receive a 100% refund on the Optional Additional Needs and \$200 Damage Deposit.
- In the event of a military contingency or other emergency situation, you may be eligible for a full refund. This will be determined at the discretion of the American Legion.
- If the American Legion needs to cancel due to severe weather or unforeseen facility issues, they will notify the Renter immediately upon the situation and will either reschedule the Rental/Event or provide the Renter a 100% refund.

2 **AMERICAN LEGION POST 232 RENTAL AGREEMENT - Cont.**

RENTER TO KEEP A COPY OF PAGE 3 FOR REFERENCE

Clean and Restore

All set-up and clean-up, must be completed during the specified rental time period. Renters may not arrive early or remain after contracted rental time or additional fees will be added.

Renters will remove all decorations, food, and other items not existing in the building prior to the Renter's occupancy. Do not donate/ leave food for the American Legion unless you have explicit permission.

Renters must restore the rental area to the condition existing prior to the Renter's occupancy.

Renters must complete the Cleaning Checklist. Cleaning supplies are provided.

Renters who opt to pay for the Cleaning Services:

- Are still required to remove all decorations, food, and other items not existing in the building prior to the Renter's occupancy.
- Do not have to complete the Cleaning Checklist
- Do not have to restore the rental area to the condition existing prior to the Renter's occupancy

RENTER'S CLEANING CHECKLIST

___ Tables & Chairs: Clear & wipe down.

___ Floor: Sweep floor and mop any major spills.

___ Trash: Take trash to the dumpster and replace the garbage bags.

___ Retore: Put tables & chairs back to the configuration it was in prior to the rental or per the bartender's request.

Damage Deposit retained for damages or failure to clean and restore

If, in the sole judgment of the American Legion, there is damage to the property, a failure to clean and restore, or Renter's exceed the contracted rental time, the American Legion may withhold any or all of the Damage Deposit paid by the Renter.

I, the undersigned, state that I have read this Rental Agreement and that I understand all the terms therein and agree to be bound thereby. I further agree that me and my guest's use and occupancy of the Polk City American Legion Post 232 will comply with all of the terms of this Agreement.

Print Renter's Name: _____ Today's Date: _____

Renter's Signature: _____

THE INFORMATION BELOW IS TO BE COMPLETED BY AN AMERICAN LEGION REPRESENTATIVE

		Initial When Completed
American Legion Representative and Date Request Received		Google Calendar
		Confirmed with Renter
		Logged in Spreadsheet
CASH or CHECK#		
Cash/Check Amount	Received for Rental Payment Initials	Deposited into Bank
		Week #
		\$ in Bartender Bag
		Follow-Up 1 week prior
		Deposit Return to Renter
		Check #
		Date Sent
Notes:		