AMERICAN LEGION POST 581 RENTAL AGREEMENT

The American Legion Post 581 agrees to rent to the following:

Name _____ Telephone _____

Street _____ City _____ State _____ Zip _____

Email _____

Use of specific locations at 375 E Locust St. Columbia, IL 62236 for the following Event:

Location of Event: Hall / Lounge Date: _____ Time: _____

Type of Event: Public / Private Event Description: _____

Estimated Attendees: _____ (Max: Hall 400 / Lounge 60) Total Rent: _____

CONDITIONS OF RENTAL AGREEMENT

All rental rates and conditions are subject to final approval by The American Legion Post 581 Governing Body (The American Legion). If the agreement is not approved, any amounts already paid, including the deposit, will be refunded in full. Once approved, no changes may be made to this contract unless agreed to in writing by both parties and reapproved by The American Legion. The American Legion reserves the right to cancel this Agreement at any time and for any reason with at least thirty (30) days' written notice. In such event, only amounts paid to The American Legion under this contract, including the deposit, will be refunded in full.

The full rental amount is due as a deposit at the time this contract is signed, and the event date will not be reserved until the deposit has been received. Payment may be made by check (preferred), cash, or credit card. A portion of the deposit is non-refundable—fifty dollars ($50) for lounge rentals and one hundred dollars ($100) for hall rentals. The remaining balance is refundable until thirty (30) days before the scheduled event date. Cancellations made within thirty (30) days of the event will result in forfeiture of the entire deposit.

This contract applies only to the date and time stated above and includes an additional three (3) hours for hall setup or two (2) hours for lounge setup. If the Renter exceeds the contracted time, an overtime fee will apply at the rate of one hundred dollars ($100) per hour for the hall or fifty dollars ($50) per hour for the lounge.

The following amenities are included with the rental: audio/visual equipment, bar service, disability/wheelchair access, parking, restrooms, and trash service. No outside beverages are permitted to be brought into the facility unless otherwise authorized via purchase. Violation of this policy will result in the immediate removal of the unauthorized items and/or the assessment of a two hundred dollar ($200) unauthorized corkage fee per container.

The Renter is responsible for cleanup after the event. A cleaning fee of two hundred dollars ($200) will be charged if biowaste, excessive trash, or spills that require a special cleaning agent are left behind. The Renter is also responsible for any damages to the venue or losses suffered by The American Legion, including physical damage, legal claims, or harm to the The American Legion's reputation or business resulting from the actions of the Renter, guests, or attendees.

Acceptance: Renters signature affixed to this document constitutes full acceptance by the renter of the rates and conditions annotated herin.

Renter: _____ Recommended: _____

(Print/Sign/Date) Event Manager (Print/Sign/Date)

Monies Received: _____ Approved: _____

Check #: _____ / Cash / CC House Chairperson (Print/Sign/Date)