



Caroline Post 29
 THE AMERICAN LEGION
 P.O. Box 518
 Denton, MD 21629

HALL RESERVATION CONTRACT

Reservation is hereby requested for the following event (use computer/device form fill or Print):

TYPE OF EVENT: _____

DATE: _____ TIME: _____ NUMBER OF PEOPLE: _____

NAME OF RENTER(S): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Contract Rules and Restrictions

- (1) The hall rental fee (Main Hall) is **\$400.00**. There is a **\$50 charge** for a bartender for the back bar, if RENTER wishes **any beverages** to be served at the event. The hall rental fee **does not include access to kitchen facilities**. Reduced rental fee is available to members or if Auxiliary/SAL/Post is contracted to cater the event.
- (2) Reservations are **NOT** guaranteed until contract is signed by the RENTER(S) and Post representative, and a \$100 deposit is received by the Post. **Rental fees due must be PAID IN FULL AT LEAST ONE DAY PRIOR TO YOUR EVENT, excluding deposit.** Deposit is **not refundable** if cancelled **less than 30 days before** event.
- (3) RENTER shall show proof of full payment to a Post Officer or employee **PRIOR** to the start of the event.
- (4) **RENTER is responsible** to contact the Post Representative for table set up and/or food and beverage needs.
- (5) **RENTER is responsible for decorating, removal of decorations, and cleanup. Failure to properly clean, remove decorations, and/or use of prohibited items, will result in forfeiture of the \$100 deposit.**
- (6) **Adhesive tapes of any kind on ceilings or tables is strictly prohibited. No glitter or confetti is allowed.**
- (7) RENTER is liable for any damages to the Legion Home caused by the activity of the RENTER or their guests.
- (8) **No food or beverages will be brought onto the premises without prior written permission of the Post.**
- (9) Maryland law provides that we shall not sell or furnish any alcoholic beverages to persons under 21 years of age or to persons visibly intoxicated. *Article 2B, Section 118(a)(Annotated Code of Maryland)*
- (10) Additional rules and/or restrictions may be required by local or state agencies and/or officials, and will be added as an addendum to this contract, and must also be acknowledged and followed by RENTER.
- (11) For eligible non-profit organizations/groups/individuals meeting the guidelines as established by the Attorney General of Maryland, and upon receipt of a letter stating said eligibility accompanying the deposit, the American Legion may offer additional terms to this contract, specified in the OTHER addendum.
- (12) Deposit refund check will be mailed within **10 days** of the end of the event, assuming RENTER complies with all rules and restrictions as listed above.

AGREEMENT

I/We the undersigned have read, understand, and will comply with the forgoing rules and restrictions for use of the Post premises. I/We agree to take all reasonable measures to prevent the consumption or possession of alcohol by minors and visibly intoxicated persons. I/We further agree to report violations of aforesaid laws which come to My/Our attention promptly to a Post representative. I/We shall hold harmless and indemnify the Post with respect to any claims, damages, fines, legal defense costs, and other losses arising in any way out of the possession or consumption of alcoholic beverages by minors and/or visibly intoxicated persons.

ADDENDUMS: ALCOHOL POLICY _____ HEALTH DEPT _____ OTHER _____

 RENTER(S)/PROMISOR(S)

 DATE

 POST REPRESENTATIVE
 CAROLINE POST 29, AMERICAN LEGION

 DATE