

RENTAL AGREEMENT

ROBERT E. COULTER JR. AMERICAN LEGION POST 1941
900 S. LaGrange Road, LaGrange, IL 60525 (708) 354-3300
Email: post1941@sbcglobal.net Website: www.AL1941.org

Contract Date: Click or tap to enter a date.

Contract Number: Click or tap here to enter text.

Name: Click or tap here to enter text.

Organization: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone (1): Click or tap here to enter text.

Phone (2): Click or tap here to enter text.

Date of Event: Click or tap to enter a date.

Type of Event: Click or tap here to enter text.

Event Start: Click or tap here to enter text.

Event End: Click or tap here to enter text.

Bar Start: Click or tap here to enter text.

Bar End: Click or tap here to enter text.

Decorating Hours: Click or tap here to enter text.

TERMS & CONDITIONS - MUST READ

1. **A deposit of \$525 is required to hold rental date, \$500 is refunded after event less any final expenses. Full refund if event is canceled 90 days or more before scheduled date. No deposit refund if event is canceled with less than 90 days. A \$250 additional fee for date changes with less than 90 days.**
2. Full Payment of rental is required 30 days before event. Cash, Check, Debit Card or Credit Card (3% fee if using Debit or Credit Card). Only Certified Checks accepted with within 30 days of event.
3. All Events must end at 11:30 pm on Fri &/Sat and 10pm Sun. Bar closes 11:00 on Fri/Sat and 9:30pm on Sun. Hall will close at midnight on Fri & Sat, and 10:30 on Sun.
4. **BEVERAGE POLICY:** All Beverages including alcohol, beer, wine, soda, juices, water bottles, must be purchased from Post 1941. **No beverages can be brought into event, or consumed in the parking lot, a \$150 charge if outside liquor is consumed.**
5. Bands/DJ's - La Grange has a noise ordinance. Inside music cannot exceed 95 decibels.
6. No children allowed to play on the stage. No bouncy house or inflatable climbing toys.
7. Decorate only tables, window sills, and stage. No wall or ceiling decorations. No glitter, or confetti/mylar filled balloons (glitter/confetti/mylar debris will result in \$50 cleaning charge)
8. The Renter will be responsible for payment of any missing or broken glassware, dishes, utensils, equipment, or any other property damaged caused by the event attendees.
9. At end of event, Renter will place all trash in waste containers, and remove all decorations and personal items.
10. No weapons are allowed on property by renter or guests.
11. Violation of terms may result in deductions from rental deposit.
12. **Renter agrees to all Terms, Conditions, and Pricing by putting down a deposit to Rent.**

EVENT PRICING

| ITEM | CHARGE | COMMENT |
|-----------------------------|--|--|
| Hall Rental | | See Information Package |
| Additional Set-Up | | Maximum 3 hrs |
| Kitchen Fee | | Included with Fri-Sat Rentals |
| Bar Fee | | Included with Fri-Sat Rentals (DRINKS NOT INCLUDED) |
| Soda Pitchers | | QTY Click or tap here to enter text. |
| Hall Manager | | Charged for Events without Bar |
| Banquet Tables | | QTY 60" Diameter Click or tap here to enter text. |
| Table Cover – RD | | QTY Click or tap here to enter text. |
| Table Covers – RT | | QTY Click or tap here to enter text. |
| Coffee Regular | | Choose an item. |
| Coffee Decaf | | Choose an item. |
| Media Package | | Projector, Screen, Microphone |
| Microphone | | Additional Microphone |
| Screen Only | | Comes Down from Ceiling |
| Jukebox | | Free Play (Hall or Bar) |
| Banner Stand | | 8' wide x 10' high |
| Podium w/ Microphone | | Can be on Stage or Dance Floor |
| Special Request | | Click or tap here to enter text. |
| Eligible Discount | | See Eligibility – Applies to Renter Only |
| Total Contract Price | \$0.00 | Due 30 days before event Click or tap to enter a date. |
| RENTAL DEPOSIT | \$500.00 | Returned After Event (Cannot Be Used for Contract Payment) |
| NOTES | Click or tap here to enter text. | |

LIMITED LIABILITY - Cancellation of the event by the American Legion Post 1941 due to mechanical failures in the building, or other conditions that can affect safe use of the facility will be limited to a refund of any payments received for the rental.

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(REVISED: JAN 2024)