



American Legion Post 690

122 West Palatine Road | Palatine, IL 60067

Phone: 224.404.0160 | Email: HallRental@ALPost690.us

Hall Rental Set-Up Sheet

Customer Name: _____ Type of Rental _____

Package Type: _____ Total Head Count : _____

Day and Date of Rental: _____ Rental Times: _____

Lessee Arriving to Set-Up at (allowed one hour prior):

Special requests:

*Back Stairs cannot be blocked

Office

Bar

Back Stairs*

Restrooms

Entrance

Media Room