



American Legion Post 690

122 West Palatine Road | Palatine, IL 60067

Phone: 224.404.0160 | Email: HallRental@ALPost690.us

Hall Rental Agreement

Lessee Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Signature/Date: _____

Rental Day/Date: _____ Start Time: _____ End Time: _____

Private event? _____ Type of Event: _____ # of attendees: _____

Fees:

1) # of hours _____ x \$100/hour rental (2 hour min)	\$ _____
2) Bartender (1-4 hours) is \$100 flat fee	\$ _____
3) Bartender (5+ hours) ____ x \$25 per hour	\$ _____
4) DJ / Band Fee is a flat \$50	\$ _____
5) Audio/Video use (no charge)	\$ <u>0.00</u>
6) Security Deposit	\$ <u>200.00</u>
Total Rental Fee:	\$ _____

50% of Rental Fee due now: \$ _____

Bal 50% due 2 weeks before rental \$ _____

Special liquor requests \$ _____ are due on or before _____ (2 weeks before agreement date).

Cash, Check or Credit Cards are accepted for rental fees and bar package. Cancellations within two-weeks of the event date will forfeit security deposit.

The American Legion Palatine Post #690 | 122 West Palatine Road, Palatine, IL 60067

P: 224.404.0160 | E: HallRental@ALPost690.us | www.ALPost690.us

- Maximum capacity of the room is 85 people*
- Rentals are allowed in room 1 hour prior to event for set-up and up to one hour after rental time for clean-up
- All rentals at night must end 1-hour before building closing
- Last call for bar is ½-hour before end of Rental Agreement
- Kitchen facilities are not available for any rentals and lessee must provide utensils, napkins, plates, etc.
- Lessee is allowed to bring in pre-approved heat source (electric griddle, chafing dishes, etc.)
- Hall Rental Set-up sheet is due 1 week prior to event or set up will be renter's responsibility
- All decorations and items brought into hall must be removed at end of rental
- No **tacks, tape**, etc. may be used to put decorations on walls. **NO GLITTER.** Renter initials
- General clean-up of trash, bottles, food, etc., is expected
- Any violation of agreement will result in being asked to leave the premises with no refunds (including deposit)
- Please note, there is no accessibility ramp, chairlift or elevator to the Building, Upstairs Hall, or Club Room.

PER VILLAGE ORDINANCE, ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM POST 690, ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED TO BE BROUGHT INTO OR OUT OF POST 690. FAILURE TO COMPLY WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT. Renter Initials: _____

50% paid at signing: _____ check/cash/CC
 50% balance due/date received: _____ check/cash/CC
 Date Security Deposit returned: _____ Check #: _____

Deposit will be returned via check within 2-weeks if Lessee and Lessor sign-off that there is no damage to the hall. Any damages should be noted on back side of this agreement at the end of the rental.

Inspection complete and no damage: _____
Legion Representative Lessee

Date / Time: _____

INSPECTION CHECKOUT LIST

- ☐ Garbage in trash cans
- ☐ Decorations removed
- ☐ No wall damages
- ☐ No floor damages
- ☐ No table damages
- ☐ Bathrooms serviceable
- ☐ Other _____