



American Legion Post 690

122 West Palatine Road | Palatine, IL 60067

Phone: 224.404.0160 | Email: HallRental@ALPost690.us

Hall Rental Agreement

Lessee Name: _____

Lessee Address: _____

Lessee City, State, Zip: _____

Lessee phone: _____ Lessee email: _____

Lessee Signature/Date: _____

Rental Date: _____ Start Time: _____ End Time: _____

Set-Up Time: _____ Type of Event: _____ # of attendees: _____

Fees:

1) # of hours _____ x \$75/hour rental (3 hour minimum)	\$ _____	[]
2) Bartender (1-4 hours) is \$60 flat fee	\$ _____	[]
3) Bartender (4+ hours) ___ x \$20 per hour (cash Bar)	\$ _____	[]
4) DJ / Band Fee is a flat \$50	\$ _____	[]
5) Audio/Video use (no charge)	\$ 0.00	
Total Rental Fee:	\$ _____	
50% of Rental Fee:	\$ _____	
6) Security Deposit:	\$ + \$100.00	
DUE AT SIGNING:	\$ _____	

If NOT a cash bar, what bar package is being requested? (B/C/D) _____

50% of rental fees and security deposit are due at agreement signing. Special requests and balance of rental fees \$ _____ 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

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- 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.)
- An open bar can be set ahead of rental date, see Bar Package document
- Hall Rental Set-up sheet is due 2 weeks 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.
- 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. Lessee Initials: _____

Security Deposit of \$100 received on this date: _____ check/cash/CC
 50% of Rental Fees amount/date received: _____ check/cash/CC
 Balance amount and 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 damage
- No floor damage
- No table damage
- Bathrooms serviceable
- Other _____
- Other _____

*Current Covid restrictions may limit room capacity and social distancing rules apply.

Rev. January 2022