



**American Legion Post 690**

122 West Palatine Road | Palatine, IL 60067

Phone: 224.404.0160 | Email: [HallRental@ALPost690.us](mailto:HallRental@ALPost690.us)

**Hall Rental Agreement**

Lessee Name: \_\_\_\_\_

Lessee Address: \_\_\_\_\_

Lessee City, State, Zip: \_\_\_\_\_

Lessee phone: \_\_\_\_\_ Lessee email: \_\_\_\_\_

Lessee Signature/Date: \_\_\_\_\_

Rental Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Private event? \_\_\_\_\_ Type of Event: \_\_\_\_\_ # of attendees: \_\_\_\_\_

**Fees:**

- 1) # of hours \_\_\_\_\_ x \$75/hour rental (3 hour minimum) \$ \_\_\_\_\_
- 2) Bartender (1-4 hours) is \$80 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
- 6) Security Deposit (refundable) \$ 200.00

**Total Fees:** \$ \_\_\_\_\_

50% of Fee due now: \$ \_\_\_\_\_

Bal 50% due 2 weeks before rental \$ \_\_\_\_\_

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

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

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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 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 \_\_\_\_\_  
 Other \_\_\_\_\_

Rev. Jan 2024