

**GOLD STAR AMERICAN LEGION POST 191
P.O. BOX 24
PROSPECT ROAD, MT. AIRY, MD 21771
301-829-9161**

HALL RENTAL CONTRACT

Welcome to the Gold Star Post 191. We are honored that you have chosen us for your special occasion. To best accommodate you, we ask that you agree to the following conditions.

A contract must be signed and returned along with a \$150.00 deposit to secure the date of your function. Sixty days prior to function all Hall Rental Fees are due and are not refundable after that time. Your deposit will be refunded up to 60 days prior to a canceled function. All moneys are non-refundable within 60 days of the function. Contract must be signed and returned, with deposit, to Post 191, within 2 weeks of receipt of contract. The deposit will be applied to the rental fee. *Initial* _____

Security Deposit of \$500.00 will be required prior to 30 days of the function. This will be received as a separate check, cash or money order and will be returned to the party (if there is no damage) within 10 days of the completion of the event. You are liable for any damage to the Post and Property that may occur during your function. *Initial* _____

All beverages (alcoholic and non-alcoholic) are to be supplied by Post 191. **No alcohol may be brought in or removed from the building.** A bartender employed by Post 191 will serve all alcohol. All regulations set forth by Frederick Co. Liquor Board will be observed. **No person under the legal drinking age or intoxicated will be served.** Any abuse of this policy may lead to the termination of the event. *Initial* _____

Bartender fees are \$15.00 per hour, per bartender, with a minimum of 4 hours. Bartender must oversee the entire time of function. **All hall functions are required to have a bartender.** Functions having more than 100 people may require 2 bartenders. This decision will be made at the discretion of the post manager. *Initial* _____

The person who has contracted the hall assumes the responsibility for all guests during function. This responsibility includes not condoning the purchase of alcoholic beverages for underage persons or intoxicated guest or to allow outside liquor to be brought in by your guests. **Outside liquor will be confiscated and may result in asking your guests to leave the facility.** As set forth by the Frederick County Liquor Board, **NO beverages are allowed outside the building, failure to abide to this rule will result in the termination of your function!** *Initial* _____

We offer the options of **Cash and/or Open bar**.

Cash Bar- guests will pay for their own drinks and the Bartender will put out a tip jar.

Open Bar- a cash register will tabulate the drinks sold.

Cash and Open Bar- In this event, the host may opt to pay for the beer, wine, and soft drinks. The guests would purchase mixed drinks.

Tipping of your bartender is much appreciated.

Bar prices are subject to change without notice due to market costs. No Keg beer will be purchased or provided. *Initial* _____

We are proud to offer our Main Hall, which rents for \$575.00. It has a recommended seating capacity of 250, with a bar, hardwood floors, a stage, and rectangular tables.

The beautifully decorated Banquet Hall rents for \$350.00. It has a seating capacity of approximately 76. It has round tables, carpet floors and a portable bar available.

You are responsible to clean tables, remove decorations, and dispose of your trash to the back porch. *Initial* _____

Any Room needing more than usual and customary cleaning will be charged an additional \$150.00 *Initial* _____

A Member of good standing of a year or more of this Post may rent the Hall for \$100.00 less than the advertised rental fee, provided the following conditions are met: **The function must be for the member or a member of his/her immediate family, the member must be the signer on the contract, attend the function and be the responsible person of the function.**

Caterers: We are willing to work with outside caterers providing they agree to the terms and conditions set forth by Post 191's Catering Agreement. A list of approved caterers is attached to this contract. If you bring in your own food post 191 must have a 1-day rider from your homeowner Insurance. *Initial* _____

Hall Regulations are as follows:

- No Organization Fund-raisers
- No male or female exotic dancers.
- No decorations will be hung from the chandeliers or sprinklers.
- No nails, tape or tacks will be used in the walls.
- There is Nonsmoking in the Banquet Room and hall.
- Non-post members are not permitted to enter or use lounge unless accompanied and must be signed in by an American Legion member. *Initial* _____

Renter should inspection facility when they arrive and report any problematic situations immediately to Post 191. If you see a problem or situation that you feel you could be charged for later and do not report it immediately, we will have no choice but to assume it occurred during your rental period. *Initial* _____

A joint walk-through will be requested by post 191 during the next business day after the event if damage has occurred. If no damage has occurred this will not be required. *Initial* _____

Bands and DJ's are permitted. Set-up and tear down are to be done on the day of the function. Post 191 assumes no responsibility for equipment. The door near the stage is where loading and unloading is to take place. All equipment is to be removed after function. The music and bar must end at the same time. To extend music and bar after original time contracted, both parties must agree. All music must end at 12:00AM and no alcohol will be served after 12:00AM. The bartender has the right to end the bar at their discretion. Everyone must leave the building at closing, 1:00AM on weekends, 12:00AM weekdays and 10:00 PM on Sundays. **Initial** _____

Decorating may take place the night before if another function is not booked in the hall. Items pertaining to your function may be delivered during regular business hours of Post 191. Contact the post manager within one week of your event to ensure that the building will be available for decorating.

Tables. The Rental Party will be responsible for making the proper arrangements with regards to table set up. Birdseed, sparkles, stars, confetti, or rice are not permitted on the tables or to be thrown inside the building. **A \$8.00 per table fee will be charged if this occurs.** **Initial** _____

Returned checks will result in a \$35 fee. **Initial** _____

Hall

Rental	\$575.00
Bartender Fee	\$ 60.00 (Minimum)
Total	\$635.00 + 500.00 security deposit

Members Rental	\$475.00
Bartender Fee	\$ 60.00 (Minimum)
Total	\$535.00 + 500.00 security deposit

Dining Room

Rental	\$350.00
Bartender Fee	\$ 60.00 (Minimum) if required for Alcohol
Total	\$410.00 + 500.00 security deposit

Members Rental	\$250.00
Bartender Fee	<u>\$ 60.00</u> (Minimum) if required for Alcohol
Total	\$310.00 + 500.00 security deposit

Hall rentals under age of 21 parties will be a \$ 500.00 security deposit

**Acknowledgement of
Gold Star Post 191 - Hall Rental Contract**

I, _____ hereby agree to the terms and conditions set forth by the American Legion Post 191 for the use of the Hall and services for my function.

In signing below, I acknowledge that I have accepted the rules and understand that Post 191 is not responsible for accidents arising from said function. It is also understood that an additional \$150.00 fee will be required if the hall is not left in an appropriate clean manner. All rental fees are due 60 days prior to the affair. Returned checks will result in a \$35 fee.

Date of Function: _____ Main Hall Banquet

Time Needed: _____

Lessee's Signature _____ Date _____

Rental Fee: _____ Date Received _____

Deposit: _____ Date Received _____

Amount Due: _____ Date Due _____

Please return this sheet with your Deposit, Thank you.

Manager's Signature _____

Date _____ Deposit Pd. _____

Special Instructions:

**Gold Star Post 191
Approved Caterers**

Name of Caterer	Phone Number
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Convenience Catering 410-984-8770

Legion Auxiliary Diane Lowe 410-861-6118

Release of Contract

I _____ hereby release my contract with Gold Star Post 191
for the following room Banquet [] Main Hall [] for date of function _____.
My cancellation date is today, _____. This is [] is not [] within 60
days of my function and I am [] I am not [] entitled to receive my fees back of
\$_____.

Signature of Lessee

Date

Address to mail check:

Address _____

City _____ State _____ Zip Code _____

Manager's Signature

For office use, only

Deposit Mailed _____ Amount _____ Check No. _____

American Legion Gold Star Post 191

Caterer's Agreement

I _____ hereby agree to the following terms and conditions set forth by the American Legion Gold Star Post 191 located at 801Prospect Road, Mount Airy, MD 21771.

The caterer will be responsible for condition of the kitchen equipment, and its general atmosphere in which they are working while at Gold Star Post 191. Caterer agrees to work in a business-like fashion removing all equipment and supplies brought in by them for your function. It is your responsibility to make sure all used equipment has been cleaned. In addition, all tables and floors will be cleaned and moped, as to leave our facility in a sanitary condition.

Initial _____

Gold Star Post 191 requires a \$100.00 fee for use of the following: serving line, warmer, stovetop, ovens (for food warming only) and the walk-in refrigerator.

Initial _____

The caterer is to provide a valid certificate of insurance in the amount of \$1,000,000.00 that alleviates Post 191 from liability arising from accidents and/or incidents occurring while on Post 191 premises.

Initial _____

Upon acceptance of this agreement the catering party will be added to the list of approved caterers and will be recommended to prospective hall renters.

Catering Representative: _____

Phone: _____