Gerald L Endl Memorial Hall Rental Agreement

RENTAL DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEGINNING TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM ENDING TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM

This agreement made on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Between the American Legion Paul Frank Florine Post #166 (Known in the agreement as the Post) 201 S Water Street East Fort Atkinson, WI 53538 (920) 563-2102

Renter Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(American Legion Post portion)

Received the sum of $\_\_\_\_\_\_\_\_\_\_\_\_ for rental of facilities on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT**

**HALL RENTAL** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECURITY DEPOSIT**

**$50.00/$100.00 BY CHECK** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Refundable after final inspection of hall)

**KITCHEN RENTAL** (IF USED) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DESCRIPTION OF SERVICES & AGREEMENT:

1. Renter agrees:
	1. The reservation must be accompanies by a deposit up front payable to Post #166 and must be paid within 30 days of the reserved date for the event.

**Rental Fees**

**Full Hall** $200.00

**½ Hall** (side closest to the bar only)

For ½ hall rental partition will be closed. $100.00

**Kitchen Rental** $100.00

Check made out to American Legion Auxiliary

* 1. If you need to cancel: The Post will refund all money received if they are successful in rebooking your reserved date. (30 days in advance) If they are NOT successful then rental fees received minus the security deposit fee will be refunded.
	2. Renter is responsible for the actions and the behavior of guess and will reimburse the Post for any loss due to breakage or damage, defacing of property, or theft. The security deposit of $100.00 may be refunded the next business day after inspection of the hall.
	3. Renter must confirm 10-14 days before scheduled date.
	4. Renter is to provide own decorations (No confetti allowed), cake, music, and photographer.
	5. ALL SODA, BEER, & LIQUOR MUST BE BOUGHT THROUGH BAR
	6. Kitchen Rental: By renting the kitchen, the renter may use the refrigerator, stove, oven, coffee, coffee pots, microwave, and anything that is not locked up. The renter must bring their own washcloths, soap to do the dishes and all the serving equipment. The kitchen must be left clean and everything must be wiped off. The renter may not use the dishwasher or meat slicer.
	7. Outside Caterers: If they use the kitchen to serve out of, you are responsible for the $100.00 kitchen rental. Caterers not using the kitchen must enter the premises through the American Legion Bar entrance.
	8. The renter shall be responsible for all claims, demands, and actions and causes of actions which arise or may arise by reason of the Renters use of these facilities under this agreement.
	9. NO liquor, wine, beer, or soda will be brought onto the premises
	10. You may bring in water and kids boxed fruit drinks.
1. Both Parties Agree:
	1. Post shall not be responsible for any loss or stolen property of the renter.
	2. Renter must complete Addendums Decorations and Floor Plan, which are attached to this agreement.
	3. No lewd or indecent behavior will be permitted, and the Commander or any other person on duty may do a walk through at any time.
	4. To not use the premises for any purpose that is prohibited by city, state, or federal law.
	5. For early access contact the Bar Manager. Otherwise the bar opens at 11:00 AM.
	6. Music and entertainment in the hall shall cease at midnight. The serving of alcohol will cease fifteen (15) minutes prior to the agreed closure and the hall shall be vacated no later than 1:00 AM.

**HALL RENTAL INFORMATION SHEET**

Two weeks prior to function, please return this form with the following information.

Booking Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Booking Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Function: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decorating Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (No confetti allowed.)

**Set-up Needs/Details**

|  |  |
| --- | --- |
| Head Table:  | How Many: |
| Gift Table: | Registration Table: | Food Table:  |
| White Paper Table Covers: | How Many: |

**Will You Have:**

|  |
| --- |
| Music: |
| Food: | Who is doing it: |
| Beer: | How Much: |
| Soda: | How Much: |
| Champagne: | How Much: |

**What Time Will You:**

|  |  |
| --- | --- |
| Start Tap Beer: |  |
| Serve Food: |  |
| Start Music: |  |

Hall Rental: Paid \_\_\_\_\_\_\_\_\_\_\_\_\_ Using: Full Hall: \_\_\_\_\_\_\_\_ North Half \_\_\_\_\_\_\_ South Half \_\_\_\_\_\_\_

Kitchen Rental: Paid \_\_\_\_\_\_\_\_\_\_\_\_

Table Configuration: Draw your own

Employee Taking Booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions or concerns call (920) 563-2102

**AMERICAN LEGION AUXILIARY MENU**

**Hot Meal $13.00 a plate**

 Choice of 2 meats:

Ham, Roast Beef, Baked Chicken, Turkey, Chicken Cordon Bleu, Pork Loin, Boneless/Skinless Chicken Breast, or Pork Chops

 Choice of Potatoes:

 Mashed with Gravy

 Scalloped

 Au gratins

 Choice of 2 Vegetables:

Corn, Green Beans with or without mushroom soup, California Blend with cheese sauce on the side, or Mixed Vegetable

 A lettuce salad is available upon request

 Dinner rolls and butter

 Veggie Tray, Pickles, and Olives, Coffee and Milk are also included

**Hot Sandwich $13.00 a plate**

 Choice of 2 meats:

 Sliced or Shredded Beef, Ham, Shredded Turkey, Sliced or Pulled Pork and Sloppy Joes

 Choice of 2 Potatoes:

Mashed with Gravy, Scalloped, Au gratins, German Potato Salad, Cold Potato Salad, Potato Chips and Dip

 Choice of 2 Salads:

Tuna Macaroni, Italian Pasta, Broccoli-Cauliflower, Coleslaw, Jell-o, or Fruit Salad (or any other upon request)

 Veggie Tray, Pickles, and Olives, Coffee and Milk are included

**Cold Sandwich Meal $13.00 a plate**

 Choice of 2 cold meats:

 Ham, Turkey, Roast Beef, Chicken Salad, Egg Salad, and Tuna Salad

 Choice of 2 Salads:

Tuna Macaroni, Italian Pasta, Broccoli-Cauliflower, or Coleslaw (or any other upon request)

 Choice of Potato Salad, or Potato Chips and Dip

 Choice of Fruit Salad or Jell-o

 Baked Beans, Veggie Tray, Pickles, and Olives, Coffee and Milk are also included

All meals are served on disposable plates, cups, napkins and silverware

There is a $25.00 fee if you want us to cut your cake

Any food left over is yours to take home. Please bring extra containers.

When we do your food we put it out, serve it and clean it up.

Finger foods, casseroles, taco bar, and spaghetti are also available

If you are interested in our service please call:

Robin White

920-563-6767

920-723-7316