



The American Legion Post 57
2602 SW Main Blvd.
Lake City, FL 32025

FACILITY RENTAL AGREEMENT

Event Type: _____ Hall or Room: _____

AN AGREEMENT BETWEEN COLUMBIA COUNTY AMERICAN LEGION POST 57, INC. (hereinafter called LESSOR)

AND _____
(hereinafter called LESSEE):

This ____ day of _____, 20____, the LESSOR and LESSEE agree that in addition to the Rental Agreement (Page 1 & 2), that the following services and restrictions apply to the rental on _____, 20____, through 1:00 AM on _____, 20____.

- 1) The LESSEE may add to the existing Christmas or other decorations but will not remove any of the Post 57 decorations. Any decorations added must be removed immediately after the rental. Items that are not able to be removed from the building after the rental will be stored in a designated area until the next day and requested to be removed at 8:00 AM. Decorations left will be removed by the LESSOR and become property of the same.
 - a) Decorations may not be affixed to the ceiling or fans with tape, staples, nails or wire. Use of Grid Clips are acceptable. INT. _____
 - b) In decorating the walls, only push pins may be used to affix the decorations. No staples or nails please. INT. _____
 - c) Glitter or confetti, etc. may not be used as part of decorations. INT. _____
- 2) The LESSEE is provided with tables and chairs and will be responsible for setting up the hall. (Please pick up the tables and chairs when moving them, instead of dragging. Thank you.) INT. _____

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- 3) The caterer's name, address and telephone number must be supplied to the LESSOR at least one month prior to the rental. The LESSEE will inform the caterer that they must clean the kitchen before leaving. Please note that the caterer may not sell, serve, provide, or deliver alcoholic beverages in bulk or by the individual drink to the LESSEE or individuals attending the LESSEE event on American Legion premises. INT. _____
- 4) This facility is a Veterans Organization and as such there are several displays within the building that pay tribute to Veterans. These displays are not to be moved or disturbed. INT. _____
- 5) All existing beverage laws of the State of Florida and Columbia County will be adhered to by the LESSEE and/or caterer. The LESSEE or any guest of the LESSEE may not bring alcoholic beverages onto American Legion premises, including the parking lot and all buildings. Alcoholic beverages may or may not be served at this event. INT. _____
- 6) The LESSOR does not provide liability insurance for the LESSEE or any persons participating in the above function. The LESSEE does hereby release and forever discharge Columbia County American Legion Post 57, Inc., its officers and members, jointly and severally, from any and all actions, causes of actions, claims and demands for, upon and by any reason of any damage, loss or injury. INT. _____
- 7) The LESSEE will be responsible for all damages done to the building and/or premises as a result of the rental. An inspection of the facility by the parties before and after the rental is desired. INT. _____
- 8) If the LESSEE requests cancellation of the rental contract, one third (1/3) of the total rental amount shall be retained by Post 57 and up to two thirds (2/3) of the total rental amount will be refunded for contracts January through October of each year. In November and December and Holidays, if rental contracts are requested to be canceled by LESSEE, the entire amount of the rental contract shall be retained by the LESSOR. INT. _____
- 9) All parking spaces on the front and side of the building are reserved for members only (marked by signs). It is your responsibility to ensure that your guests do not park in these spaces. INT. _____
- 10) Kitchen rentals: We do not provide use of refrigeration, dishwasher, or provide pots, pans, dinnerware, or any utensils. Use of flat top or grill will not be allowed. INT. _____
- 11) Only current members are allowed in social quarters and all guests must be signed in by the member. INT. _____

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12)Smoking is only allowed in designated areas. These areas are outside behind the building or in the smoking room located on the north side of the building.
INT. _____

13)Parents are responsible for children under 18. No children are allowed outside the hall or loitering around the building and outside area. INT _____

Who is the person responsible for the day of the event?

Name: _____ Phone#: _____

Signature of Representative for LESSEE Signature of Representative for LESSOR

Telephone Number

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ALCOHOLIC BEVERAGES

AN AGREEMENT BETWEEN COLUMBIA COUNTY AMERICAN LEGION POST 57, INC. (hereinafter called LESSOR)

AND _____
(hereinafter called LESSEE):

This ____ day of _____, 20____, the LESSOR and LESSEE agree that in addition to the Rental Agreement (Page 1 & 2), that the following services and restrictions apply to the rental on _____, 20____, through 1:00 AM on _____, 20____.

- 1) The LESSOR will provide _____ bartender(s) and serve members and their guests mixed drinks, wine, beer and soft drinks as per the attached price list. More than 75 guests require two bartenders INT._____.
- 2) Only alcoholic beverages served by the LESSOR are permitted on the premises. No alcoholic beverages may be taken outside of the building or brought into the building of Columbia County American Legion Post 57. INT._____
- 3) The bar adjacent to the middle doors will be left in place. It is easier for our bartenders to serve your needs from this location. We will not be able to provide table service. INT._____
- 4) Violation of any portion of this rental contract could result in your event being closed. INT._____
- 5) Introduction of unauthorized alcoholic beverages into the rental hall or in the parking lot may result in your event being closed and your guests being required to vacate the premises. Should this occur, there will be no refunds. INT._____
- 6) Signature of Representative for LESSEE: _____
- 7) Signature of Representative for LESSOR: _____
- 8) Telephone Number: _____

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PRICE LIST

LESSEE: _____

HALL RENTAL DATE: _____

- 1) Full Hall Rental: \$ 600.00 _____
- 2) Hall Rental Day before: \$400.00 _____
- 3) Bartender (75 or more Guest require 2): \$ 200.00 \$ _____ What Time to Setup _____
- 4) Meeting Auxiliary Room: \$250.00 _____
- 5) Meeting Room: \$250.00 _____
- 6) Kitchen (basic/oven/stove/ice machine): \$ 175.00 \$ _____
- 7) Round Tables: \$ 30.00 each (Maximum of 12 tables) \$ _____
- 8) Outside Pavilion: \$150.00 _____
- 9) Outside Pavilion with Grill: \$250.00 _____
- 10) Reset Hall Fee: \$ 150.00 \$ _____
- 11) Security Fee: \$ 150.00 \$ _____ what time event Starts _____
- 12) SUB-TOTAL: \$ _____
- 13) SALES TAX: \$ _____
- 14) TOTAL: \$ _____
- 15) DEPOSIT (1/2 plus tax) \$ _____
- 16) BALANCE DUE: \$ _____ ON: _____
- 17) Hall will be available any time after _____ (time) on _____ (date)
- 18) Non-Profit Organization Tax ID #: _____
- 19) Who is the person responsible for the day of the event?
Name: _____ Phone#: _____

Signature of Representative for LESSEE: _____

Signature of Representative for LESSOR: _____