

**AMERICAN LEGION, DEPT. OF MICHIGAN
WILLIAMS-GIROUX POST 90
390 FRONT ST.
LAKE LINDEN, MI 49945
(906) 296-9283**

BANQUET HALL RENTAL AGREEMENT

I(We) _____ agree to the following terms and conditions for rental/use of the Williams-Giroux Post 90 Banquet Hall.

GENERAL

I (We) are responsible for the conduct of my/our guests. With the exception of typical wear and tear, I understand that I/We are liable for any damage to the facility, equipment, or property as the result of my/our party. I/We also understand that failure to meet all rental conditions will void my/our rental agreement and that the American Legions Post 90 may re-schedule and use the Banquet Hall on my/our scheduled party date.

The user must have Liability Rider on their homeowners insurance. (Most homeowners policies have this.)

I/We agree that **NO ALCOHOL BEVERAGES** of any type will be brought into the hall by myself/ourselves or my/our guests.

I/We agree that we have rented the hall until 12:00 (midnight). If hall is used after midnight, there will be a charge of \$50.00 per hour.

I/We agree that NO person under 21 years of age will be served any form of alcoholic beverage and are under the understanding that the Post 90 bartenders will be checking the ID of any of my/our guests that appear to be under 21 years of age. I/We also understand that if any of my/our guests provide any person under 21 years of age with an alcoholic beverage that I/We will be held responsible for their actions.

I/We understand that I/We are responsible for the cleanup of all tables, chairs, decorations, surrounding counters, and the debris on the floor. The hall must be returned to the same condition as when it was taken.

I/We will pay our final bill the night of our scheduled event unless otherwise agreed upon.

I/We will set up all of the tables and chairs and provide my own table coverings, salt, pepper and etc.

RESERVATION DEPOSIT

An advance deposit of \$100.00 is required to guarantee the Hall reservation. My/our request date is not held for my/our use until Post 90 receives the deposit. This deposit is NON REFUNDABLE if the cancellation is less than six (6) weeks prior to the event, but is transferable to another Post 90 Banquet Hall booking to occur within (1) year of the original date. At the discretion of Post 90, this amount may be partially or full refunded due to unusual circumstances.

The total amount of the Hall and Kitchen rental is due on the day of the rental before you use the hall. The cost of any beer or wine used will be billed that night and payment for that will be made then. The cost of any and all repairs and replacements caused by my/our guests will be added to your final bill.

HALL RENTAL FEE

Hall Rental Fee: General Public \$300.00. Legion and Auxiliary members: \$150.00 (This is for personal use or immediate family only, you can not rent for a club or an organization that you belong to.) The fee for the use of the Banquet Hall is due prior to the start of my/our party.

KITCHEN RENTAL FEE

A fee of \$100.00 will be applied to my final bill for the full use of the kitchen and the appliances for any cooking that needs to be done. I will leave the kitchen in the same condition as it was.

CLEANUP

Clean up must be completed before 11:00 am of the following day. If the Legion has to clean up an additional \$100.00 will be added to your bill.

BABY SHOWERS

A \$50.00 fee will be charge for Baby Showers, candle parties, etc. If the Legion has to clean up it will be an additional \$50.00.

DECORATIONS

Decorations may only be hung from our ceiling hooks. Nothing may be taped or otherwise attached to our walls. NO spray crazy string or throwing any type of glitter.

SEATING

We estimate the reasonable seating in the hall is 175.

BARTENDERS

Bartenders will be provided by the Lounge.

PRICING

1/2 Barrel of domestic Beer \$175.00, 1/4 Barrel \$90.00, Box of Wine \$30.00 Liquor sold by the drink.

Date of use _____

Clean up deposit \$ _____

Hall Rental \$ _____

Kitchen use \$ _____

Total before Beer and Wine costs \$ _____

By signing you understand the terms and conditions of this agreement.

Renters Signature _____

Printed Name _____

Address _____

City _____

State _____ Zip _____ Phone# _____