

RENTAL AGREEMENT FOR USE OF MARNE AMERICAN LEGION POST 376 HALL

Renter Name: _____
 Address: _____
 Phone Number: _____
 Rental Date ____/____/____ Purpose: _____

The following rules will apply to all who are renting the Marne American Legion Post 376 Hall for any private party. A usage fee of \$400.00 and a security deposit of \$300.00 are to be paid to the hall coordinator before the date of rental. The deposit fee will be returned when it has been determined that the hall has been left in a satisfactory condition.

Renter agrees to the following:

1. Marne American Legion functions will take precedence. The Marne American Legion Post 376 reserves the right to refuse the use of the hall to anyone.
2. Rental approval will be via hall coordinator and if requested date is open. Full payment for use of the Hall must be made at the time agreement is signed. We cannot hold the date requested until full payment is made and the contract is completed.
3. The premises must be vacated by time described as follows:
 Sunday thru Thursday 12:00AM
 Friday and Saturday - serving stops at 12:00am(midnight) & hall vacated by 1:00am
4. The hall capacity is 150 people with 22 tables.
5. During rentals, no doors are to be blocked open to the outside.
6. No smoking in the building, or within 25' of any door.
7. The person renting the hall, Renter, must be present at the event the hall is rented for and will be held personally liable for the condition of the hall. The Renter will reimburse the Legion for actual costs of any repairs needed as a result of damages.
8. The Renter must personally request the hall key from the hall coordinator. You are not allowed into the hall until the reserved time of your rental.
9. The Renter must comply with laws relative to serving of alcoholic beverages. The Renter must obtain and maintain in full force general liability and property damage insurance and provide the Marne American Legion with a certificate of insurance from the Renters Homeowners insurance company showing the following information:
 Date and type of event
 Liability coverage must be at least One Million Dollars (\$1,000,000)
 Must list as additional insured: Marne American Legion
 1469 Arthur St. Marne, MI. 49435
10. The Renter may cancel this agreement 90 days in advance of the rental date for a full refund of the security deposit. If cancellation takes place within 90 days of the rental date, there will be no refund of the security deposit.
11. The Renter agrees not to remove, take down or cause damage to any item hanging on the walls, sitting on shelves, etc. Renter agrees not to put any holes in the walls or ceiling in order to hang lights, signs or other decorations.
12. The Hall is accepted in its present condition and will be returned in the same condition. The Renter will clean the hall after use and is responsible for completing the checklist and leaving it with the key on the counter to the left of the three-compartment sink in the kitchen.
13. The Legion is not responsible for lost or stolen items.
14. The Legion will only be liable for any loss, damage or injury which results from a building defect, as provided by applicable Michigan law, if that defect is not caused by the Renter.
15. The Renter shall indemnify, save and hold harmless the Legion from any and all claims for Renter's guest or licensee.
16. Loud or disruptive music is not allowed.
17. No admission charge, advance ticket sales or entrance fee is allowed.
18. Fireworks of any kind are forbidden.
19. No roller blade shoes or like items or bikes or any items that will leave marks on the floor allowed in the hall.
20. No tables or chairs are to be taken outside.
21. No hot food items on tables without hot pads.
22. No burning allowed in the dumpsters and the dumpster lids must be closed.
23. Do not stack any chairs on any tables.

Your deposit check will be returned to you if you have followed all of the above. Violation of any of the above rules will forfeit the deposit.

_____ on ____/____/____ has read, and agreed to follow the rules of the rental agreement.
Signature Date

Payment to set date:	Key Pick up and Deposit:
Paid Date:	Key Pick up Date:
Rental check #:	Key Picked up by:
Received by:	Deposit Check #: