

The American Legion Ross Reid Post #9
108 1ST.St. SW
Oelwein, Iowa 50662
(319)-283-2964

Hall Rental Agreement

This agreement is between Ross Reid Post #9, Oelwein, Iowa (lessor) and

_____ (lessee) of _____
Date: _____ Time _____ To _____

RENTAL POLICY

Arrangements for renting the Amer. Leg. facilities will be made with the Club Manager.

THE FOLLOWING RULES WILL APPLY:

1. A \$100.00 damage deposit will be collected when this rental agreement is signed.
2. The balance of the rental fee is to be paid at least 30 days prior to the scheduled event
3. Cancellation 30 days prior to the event. (damage deposit and all fees will be refunded)
4. If less than 30 days, 50% of the rental fees will be retained by the American Legion.
5. Balance of fees and damage deposit will be refunded.

GENERAL OPERATING POLICY:

1. All functions cease at midnight.
2. No tape, pins, or or other fasteners can be used on walls or ceilings
3. No alcoholic beverages are allowed in the kitchen area.
4. Lessee is responsible for all damage caused during rental period or as a result thereof.
5. Rent includes: Coffee pot,refridgerator, counter tops, but not Kitchen equipment.

KITCHEN RENT

1. Kitchen rent includes use of stoves, cookers, and or ovens, etc.
2. Kitchen rent requires kitchen monitor at the rate of \$7.25 per hour.
3. Kitchen Monitor is to be paid directly by lessee at end of rental.
4. Kitchen Monitor is responsible to make sure the kitchen is clean and in the shape it was before rental.

ABSOLUTELY NO UNDER AGE DRINKING

1. Damage deposit		\$100	_____
2. Clean up fee (returned if clean)		\$40	_____
3. Member Rent (4 Hour Minimum)	Per Hour	\$13	_____
4. Non Member Rent (4 Hour Minimum)	Per Hour	\$15	_____
5. Kitchen Rent		\$25	_____
		Total	_____
		Paid Down	_____
		Amount Due	_____

Signed _____ Date _____