

AMERICAN LEGION POST 232 RENTAL AGREEMENT

114 West Broadway Street, Polk City, IA 50226

Renter's Name: _____ Phone Number: _____

Mailing Address: _____

Email: _____

Date of Event _____ Type of Event: _____

Set up Time: From _____ to _____ Event Time: From _____ to _____
(This includes time for clean-up)

Total Hours: _____ Approximate Number of Guests: _____

Are you a member of the Polk City American Legion Post 232? Yes or No (Circle One)

If Yes, have you been a member for more than 3 years? Yes or No

Cost

CHECK ONE:

_____ Upstairs Hall - 8 hrs. This includes the use of the following: tables, chairs, stage, speakers, bathrooms, 3TVs, shuffleboard, pool table. Access to full cash bar and one bartender.
\$300 for non-members \$200 for members \$150 for members over 3 yrs. _____

_____ Downstairs Hall - 8 hrs. This includes use of the kitchen, bathrooms, tables, and chairs.
Access to full cash bar and one bartender.
\$300 for non-members \$200 for members \$150 for members over 3 yrs. _____

_____ **BOTH** Upstairs Hall and Downstairs Hall - 8 hrs. Access to full cash bar and one bartender.
\$400 for non-members \$250 for members \$150 for members over 3 yrs _____

Note: If you are interested in having an outdoor event, email us at barmanager232@gmail.org for more information.

Optional Additional Needs - CHECK ALL THAT APPLY:

_____ Additional bartender(s). Note: One bartender is provided with the hall rental.
The rule of thumb is that there should be 1 bartender for every 50 guests.
\$50 x _____ = \$ _____ _____

_____ Additional Hours. The hall rental is for 8 hours within the same day, which includes setup, event, and clean up time. If you need additional time beyond the provided 8 hours, check this block.
\$50 per hour x _____ hrs. = \$ _____ _____

_____ Cleaning Services. The American Legion will complete the Cleaning Checklist for the Renter.
Renters are still required to remove all food, decorations, and other items not existing in the building prior to the Renter's occupancy
\$100 Upstairs Hall _____ \$100 Downstairs Hall _____

Mandatory Damage Deposit (Refundable)

\$200

Total Cost of Hall Rental

AMERICAN LEGION POST 232 RENTAL AGREEMENT- Cont.

Information and Rules

The American Legion reserves the right to retract or reject any request we receive for any reason.

The American Legion accepts cash only for sales. There is an ATM available on the premises.

You must be at least twenty-one (21) years of age to rent this venue.

No outside alcohol drinks are allowed. Alcohol drinks must be purchased from the American Legion. We provide a well-stocked cash bar and bartender.

The use of tape, tacks or nails to attach decorations to the walls or ceilings is prohibited.

Renters are allowed to bring in food to serve to their guests. This includes crockpots, roasters, and other electrical warmers. No open flame warmers allowed. Do not leave/donate left over food to the American Legion.

The Renter is responsible for any acts or omissions which result in any damage, theft, or loss caused by the Renter or their guests while using the American Legion Post 232.

The American Legion bar is open to the public. We do not restrict access to our members during hours of operation.

Payment Policy & Damage Deposit

A check is required for the total cost of the Hall Rental with every reservation. All or part of the Damage Deposit will be returned to the responsible party at the discretion of the American Legion depending on the condition of the rental facility and surrounding area when vacated.

The American Legion must receive the check, and the signed Rental Agreement before they can confirm a reservation.

Please make the check payable to the American Legion Post 232 and mail or deliver to the following address:

American Legion Post 232

c/o Bar Manager

114 W. Broadway ST

Polk City, IA 50226

Cancellation Policy

If a reservation is cancelled 30 days or more prior to the scheduled rental date, the Renter will receive a 100% refund.

If a reservation is cancelled between 15-30 days prior to the scheduled rental date, the Renter will receive a 50% refund on the hall rental and a 100% refund on the Optional Additional Needs and \$200 Damage Deposit.

If a reservation is cancelled less than 15 days prior to the scheduled rental date, the Renter will NOT receive the hall rental refund, but will receive a 100% refund on the Optional Additional Needs and \$200 Damage Deposit.

In the event of a military contingency or other emergency situation, you may be eligible for a full refund. This will be determined at the discretion of the American Legion.

AMERICAN LEGION POST 232 RENTAL AGREEMENT - Cont.

Clean and Restore

All set-up and clean-up, must be completed during the specified rental time period. Renters may not arrive early or remain after contracted rental time or additional fees will be added.

Renters will remove all decorations, food, and other items not existing in the building prior to the Renter’s occupancy. Do not donate/ leave food for the American Legion unless you have explicit permission.

Renters must restore the rental area to the condition existing prior to the Renter’s occupancy.

Renters must complete the Cleaning Checklist. Cleaning supplies are provided.

Renters who opt to pay for the Cleaning Services:

- Are still required to remove all decorations, food, and other items not existing in the building prior to the Renter’s occupancy.
- Do not have to complete the Cleaning Checklist
- Do not have to restore the rental area to the condition existing prior to the Renter’s occupancy

CLEANING CHECKLIST

___ Tables & Chairs: Clear & wipe down.

___ Floor: Sweep floor.

___ Bathrooms: Wipe down sinks. Take out trash. Sweep floor.

___ Patio: Empty ash trays and remove trash.

___ Trash: Take trash to the dumpster and replace the garbage bags.

___ Retore: Put tables & chairs back to the configuration it was in prior to the rental or per the bartender’s request.

Damage Deposit retained for damages or failure to clean and restore

If, in the sole judgment of the American Legion, there is damage to the property, a failure to clean and restore, or Renter’s exceed the contracted rental time, the American Legion may withhold any or all of the Damage Deposit paid by the Renter.

I, the undersigned, state that I have read this Rental Agreement and that I understand all the terms therein and agree to be bound thereby. I further agree that my and my guest’s use and occupancy of the Polk City American Legion Post 232 will comply with all of the terms of this Agreement.

Print Name: _____ Today’s Date: _____

Signature: _____

THE INFORMATION BELOW IS TO BE COMPLETED BY AN AMERICAN LEGION REPRESENTATIVE

Rental Date: _____

American Legion Representative and Date Request Received

Initial When Completed
____ Google Calendar
____ Register Calendar
____ Confirmed with Renter
____ Follow-Up 1 week prior

CASH or CHECK# _____ Received for Rental Payment _____ Initials
Circle One

____ Deposited into Bank
____ Returned to Renter

Notes: _____

