



Post 232 Hall Rental Request Form



The rental fee (*Post 232 Member \$150 / Non-Member \$200*) will be required 7 days prior to the rental date.

A *\$200 deposit* will be required at the time of the reservation. The deposit will be refunded providing that all of the following criteria have been met immediately after the rental or the rental request is cancelled.

- All event food and drinks have been removed. This applies to the kitchen if used.
- All event decorations have been removed. Decorations may not cause damage to the building.
- All event tables, chairs, and floors are clean of debris and spills. This applies to the kitchen if used.
- All event trash has been bagged and placed in the dumpster outside.

Rental Information:

- Today's Date: ___ / ___ / ___
- Rental Date: ___ / ___ / ___
- Time of rental: _____ until _____
- Renter's Name: _____
- Phone #: _____
- Email: _____
- Expected number of participants: _____
- Kitchen use: Yes: No:
- Bar use: Yes: No:

***** All alcoholic beverages MUST be purchased from Post 232 *****

Notes:

I the renter, agree to all the criteria and requirements listed above.

Renter's Signature: _____ Date: ___ / ___ / ___

Fees received:

Rental \$ _____ Cash: Check: Date: ___ / ___ / ___ By: _____

Deposit \$ _____ Cash: Check: Date: ___ / ___ / ___ By: _____

Approved by: _____ Date: ___ / ___ / ___