



Carroll Post #31 – The American Legion

2 Sycamore Street Westminster, Maryland 21157

Phone: 410-857-7953

Email: manager@carrollpost31.org

Website: www.CarrollPost31.org

Social Hall Use Rental Agreement

RENTAL DATE: _____

MEMBER: Y or N

RENTAL TIME: Start: _____ End: _____

Circle One: LEG SAL AUX

MEMBER ID #: _____ YEAR _____

RESPONSIBLE PERSON: _____

(Must be member for discounted fee)

CONTACT INFO: Phone: _____ E-mail: _____

A security deposit of \$150.00 is required to secure a basic social hall rental. A hall rental fee will be determined according to the fee schedule listed below or in agreement with approval from the Post Operations Committee. Prior to social hall use, agreement must be paid in full.

SOCIAL HALL RENTAL FEE:

- Basic Social Hall Rental Fee will be assessed based on American Legion Family membership. The American Legion Family is defined as a current (paid-for) member of The American Legion, the Sons of the American Legion or the American Legion Auxiliary.
- If a member, a copy of your current (paid-for) Legion Family membership card must be affixed to this rental agreement
- **Member rentals require the member to be present for the duration of the event as you are the responsible person.**
- **BASIC SOCIAL HALL RENTAL FEES:**
 - MEMBER: \$300
 - NON-MEMBER: \$500

INITIALS _____

Hall Capacity

Maximum social hall capacity is 200 persons and must NOT be exceeded. Any violation will result in immediate cancellation of rental agreement and loss of security deposit and hall rental fees.

INITIALS _____

Hall Use

- Responsible Party will have access to the social hall one-hour prior to the agreed upon time unless otherwise arranged with by the Post Manager and approved by the Post Operations Committee.
- Once event concludes, serving of alcohol, non-alcoholic drinks and any food items cease immediately.
- At the conclusion of the agreed upon rental use time, the responsible party has 1-hour post-event for clean-up responsibilities.
- Non-members are not allowed into the lounge area unless accompanied by and signed in by a paid-for member of the Legion Family.

INITIALS _____

Social Hall Use Rental Agreement

Alcoholic Beverages

- Member or guests cannot supply any alcoholic beverages. Any and all alcoholic beverages will be supplied by Carroll Post #31
- Member or guests cannot carry any type of beverages inside OR outside of the building, whether in a can, bottle or cup.
- Enforcement of this Liquor Board requirement is the responsibility of the Patron and not the American Legion.
- No one under the legal drinking age of (21 years) will purchase or consume alcoholic beverages.
- **No alcohol shall be brought into the Social Hall** – including use in gift baskets, etc.
- Any and ALL Liquor Board rules must be followed.

Any Violation of the above section will result in immediate cancelation of the event and loss of security deposit and hall rental fees.

INITIALS _____

Rearranging of the tables and chairs is prohibited without approval from Legion Personnel

- The current hall seating arrangement will seat 160 guests.
- Additional folding tables and seating is available if arrangements are made at least 2 days prior to the event
- Head tables, Gift tables, and specialty tables may be arranged prior to event.
- ALL tables and chairs must be returned to their previous setting after event concludes.

INITIALS _____

Decorations:

- The patron is responsible for all decorations and removal of all parts of the decorations after the event (unless prior arrangements are made with the manager)
- Only the supplied ceiling hardware fasteners can be used to hang decorations
- Under **NO EXCEPTIONS** are any fasteners, tape, silly putty, nails, screws or any other material will be affixed to any walls, columns, or other structure(s) in the social hall.

INITIALS _____

Existing American Legion Decorations and Flags:

- Plaques, pictures, banners, etc. are not to be removed - NO EXCEPTIONS.
- Flags may be removed from the hall **ONLY UPON REQUEST.**
- American Legion personnel will remove flags. Patron and guests are not to move or remove the flags.

INITIALS _____

Security Deposit & Damage, etc.:

- **The security deposit will be due at the time the contract is signed; otherwise the contract will not be considered valid**
- The patron is responsible or any damage incurred during the rental period, which includes time allowed for decorating and cleanup
- In the event of any damage, the patron agrees to pay for the cost of any repairs required as a result of damages and will forfeit their security deposit
- No repairs of any damage will be attempted to be done by the patron or guests. Any repair work must be done by a Carroll Post #31 approved contractor.
- Carroll Post #31 reserves the right to prohibit certain food items to be brought to the social hall by the patrons and guests. Such foods are crabs, oysters, shrimp, etc. or any foods which would create an extensive cleanup operation.

The security deposit will be refunded within 7 days after the event, provided the following:

- There is no damage to the hall and the tables and chairs are put back in exactly the order you found them in.
- Any messes are cleaned up, the trash has been taken out and placed in the dumpster to the side of the building.

INITIALS _____

The responsible party's signature constitutes agreement with the above-mentioned restrictions and statements. Additionally, the responsible party's signature acknowledges the responsible party has read and understands this agreement.

All event costs are due a minimum of one week prior to the date of the event, otherwise we reserve the right to cancel the event.

A violation of any of the above rules will result in immediate cancelation of the event, and the party understands that no monies will be refunded.

Responsible Party Signature

Responsible Party Name (PRINTED)

DATE SIGNED

Carroll Post #31 Representative Signature

Carroll Post #31 Representative Name

DATE SIGNED

Social Hall Use Rental Agreement

ALL ITEMS ARE TAXABLE EXCEPT THE HALL RENTAL AND BARTENDER FEE. THERE WILL BE A 6% MARYLAND SALES TAX IN ADDITION TO THE PRICES LISTED BELOW.

Circle & Initial next to selections.

Anticipated Guests to Attend: _____

Rental Only:	Hall for (4) hours_____	\$500.00 - \$300.00 for Members
Bar Service Only:	Cocktails (Open Bar for (1) Hour_____	\$9.50 / person
	Cocktails (Open Bar) for (4) Hours_____	\$13.50 / person
	Draft Beer, Soda for (4) hours_____	\$7.25 / person
	Keg of Beer_____	\$140.00
	Soda Fountain_____	\$2.00 / person
	Bartender_____	\$75.00**

*****NOTE: Bartender is required if there will be ANY alcohol served at the party – this includes a party with draft beer and/or wine only*****

Total Costs Hall Rental, Bar Service \$ _____

Buffet Style Dinner

One Meat Dinner:_____	\$13.50 / person
Two Meat Dinners:_____	\$16.00 / person

Meal includes choice of meat, 2 vegetables, 1 potato, choice of coleslaw or applesauce, coffee, tea and rolls.

<u>Meats</u>	<u>Vegetables</u>	<u>Potatoes</u>
Roast Beef_____	Corn_____	Mashed_____
Fried Chicken_____	Green Beans_____	Parsley_____
Turkey_____	Peas_____	Scalloped_____
Baked Ham_____	Sauerkraut_____	Baby Baked_____
Stuffed Chicken_____	Lima Beans_____	
Roast Pork_____	Succotash_____	
	California Mix_____	

Total Costs Buffet Style Dinner \$ _____

Cold Buffet Style - \$10.50/ person.

Includes your choice of (2) types of sandwiches, potato or macaroni salad and cole slaw, chips, pretzels, sodas, iced tea & coffee.
Also available at additional charges are assorted cheeses & crackers, vegetable tray & desserts

<u>Meat Salads (choose two)</u>	<u>Other Salads</u>	<u>Other items (Add'l charges \$1.50)</u>
Ham Salad_____	Potato Salad_____	Assorted Cheese & Crackers_____
Chicken Salad_____	Macaroni Salad_____	Veggie Tray & dip_____
Tuna Salad_____	Cole Slaw_____	Desserts_____
Sliced Ham_____		
Sliced Turkey_____		

Total Costs Cold Buffett Style \$ _____

Hors d' oeuvres Buffett \$5.50 per person includes your choice of the following:

Assorted Cheese & Crackers_____	Vegetable tray & Dip_____	Coffee_____
Chips_____	Pickled Eggs_____	Tea (hot / cold)_____
Pretzels_____	Pickles_____	

Supplies \$1.00 per person.
Includes use of Post supplied Styrofoam plates, plastic utensils, and napkins

Total Costs Supplies \$ _____

Social Hall Use Rental Agreement

of Guests Attending _____

Total Costs Hall Rental, Bar Service \$ _____ **Total Costs Cold Buffett Style** \$ _____

Total Costs Buffet Style Dinner \$ _____ **Total Costs Supplies** \$ _____

Total Costs Cold Buffett Style \$ _____

TOTAL COST: \$ _____

The responsible party's signature constitutes agreement with the selections identified and outlined above. Additionally, the responsible party's signature acknowledges the responsible party has read and understands this agreement.

All event costs are due a minimum of one week prior to the date of the event, otherwise we reserve the right to cancel the event.

Responsible Party Signature	Responsible Party Name (PRINTED)	DATE SIGNED
Carroll Post #31 Representative Signature	Carroll Post #31 Representative Name	DATE SIGNED

CARROLL POST #31 OPERATIONS COMMITTEE USE ONLY

Any and all Social Hall use REQUIRES a paid-in-full Security Deposit in the amount of \$150. This includes HALL DONATIONS.

SECURITY DEPOSIT REC'D: \$ _____ **DATE:** _____

BY: _____

SIGNATURE	PRINTED NAME
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Any previous social hall agreements resulting in poor conduct or failure to comply to agreement conditions? Y or N

Is this a private function (paid-for) Y or N

Is hall use for non-profit use (need copy of 501(c) document) and requesting fee waiver of hall only? Y or N

SOCIAL HALL RENTAL AGREEMENT REVIEWED AT OPERATIONS COMMITTEE HELD ON DATE: _____

SPECIAL INSTRUCTIONS:

UNANIMOUS RECOMMENDATION OF THE OPERATIONS COMMITTEE RESULTS IN FINAL DISPOSITION OF: (CIRCLE)

APPROVED

REJECTED

Carroll Post #31 Commander Signature	Carroll Post #31 Commander Name	DATE SIGNED
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