

American Legion Post 403 - Veterans Reception Center

Facility Use Agreement

Event Date: _____ Today's Date: _____ Number of people attending: _____

Start time: _____ End time: _____ Total # of hours: _____

Reservations must include time for set-up before the event and clean up after the event.

Renter: _____ Organization Name: _____

Contact Phone number: _____ Contact Email: _____

Contact or Organization Address: _____

Name/Description of Event: _____

Authorized Representative(s) Day of Event: _____

LOCATION(S) & AMENITIES RESERVED

- | | | |
|---|----------------|-----------------|
| <input type="checkbox"/> Facility Security Deposit (<i>Refundable</i>) | | \$ _____ |
| <input type="checkbox"/> Rental Package <input type="checkbox"/> A <input type="checkbox"/> B | | \$ _____ |
| <input type="checkbox"/> Full Facility | Rate: \$ _____ | \$ _____ |
| <input type="checkbox"/> Full Banquet Room | Rate: \$ _____ | \$ _____ |
| <input type="checkbox"/> Half Banquet Room <input type="checkbox"/> N <input type="checkbox"/> S | Rate: \$ _____ | \$ _____ |
| <input type="checkbox"/> Conference Room | Rate: \$ _____ | \$ _____ |
| <input type="checkbox"/> 403 Lounge <input type="checkbox"/> Bar <input type="checkbox"/> Kitchen | Rate: \$ _____ | \$ _____ |
| <input type="checkbox"/> Amenities Order/Bar Order (<i>Attach w/Agreement</i>) | | \$ _____ |
| Total Projected Rental Fees & Security Deposit | | \$ _____ |

I, _____ (*Renter*), being the responsible party, have read the Terms & Conditions, Rental Guidelines, and Fee Structure and fully understand and agree to the terms thereof and have signed this document freely & voluntarily.

Authorized Rental Signature: _____ Date: _____

Veterans Reception Center: _____ Date: _____

TERMS OF PAYMENT

Security Deposit	\$		Due At Time Of Reservation
25% Down Payment	\$		Due 30 Days From Signed Agreement
25% Down Payment	\$		Due 120 Days Prior to Event
Final Payment	\$		Due 30 Days Prior To Event

Security Deposit: _____ Date received: _____ Method of Payment: _____

Down Payment: _____ Date received: _____ Method of Payment: _____

Down Payment: _____ Date received: _____ Method of Payment: _____

Final Payment: _____ Date received: _____ Method of Payment: _____

Terms and Conditions

This Facility Use Agreement (“Agreement”) is made as of the date listed below between the American Legion Post #403 and the undersigned renter (“Renter”). This agreement shall take effect immediately. In consideration of the mutual covenants and promises contained herein, American Legion Post #403 agrees to allow Renter to use the Veterans Reception Center located at 910 Main Street, Van Meter, Iowa during the date and time specified above, and on the terms and conditions contained herein.

Renter understands that the use of the Veterans’ Reception Center involves the risk of damage and injury to the Renter and the Renter’s guests. Renter understands there are many potential causes for property damage and personal injury while using the Veterans’ Reception Center, including, but not limited to, the negligence or fault of American Legion Post 403.

In consideration for use of the Veterans’ Reception Center, Renter assumes all risks, known or unknown, arising from or relating to the use of the Veterans’ Reception Center by Renter and Renter’s guests, including, but not limited to, any and all risks arising from or relating to the negligence or fault of American Legion Post 403.

In consideration for use of the Veterans’ Reception Center, Renter agrees to release, waive, discharge and covenant not to sue American Legion Post No. 403, its officers, agents, employees or representatives from all liability from any and all loss or damage the Renter and the Renter’s guests may sustain and any claims the Renter or the Renter’s guests may have on account of injury to any person or property arising out of or related to use of the Veterans’ Reception Center, including, but not limited to, the negligence or fault of American Legion Post No. 403.

Renter agrees to indemnify and hold harmless American Legion Post No. 403, its officers, agents, employees and representatives from any and all loss, damage, injury or costs Renter and Renter’s guests may sustain arising out of or related to the use of the Veterans’ Reception Center, including, but not limited to, the negligence or fault of the American Legion Post No. 403.

Renter agrees the foregoing release, waiver and indemnity agreement are intended to be as broad and inclusive as permitted by the law of Iowa and that, if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

A security deposit is due at the time of reservation and all costs must be paid in full 30 days in advance of the event or risk forfeiting deposit & reservation. The security deposit is refundable if a) there is no damage to the facility, b) facility has been properly cleaned; decorations and belongings removed, c) renter does not cancel (see cancellation policy) and d) full payment has been made 30 days prior to event.

Renter agrees to abide by and uphold Veterans Reception Center alcohol policy. **The security deposit will be forfeited in full, however, if renter or guests of renter brings alcoholic beverages into the facility during the event.** No exceptions will be made.

Outside caterers are welcome, however, a \$100.00 security/cleaning deposit is required if the renter and/or caterer uses the kitchen either for cooking, holding or prepping. If the kitchen, equipment, utensils are not properly cleaned or if damage occurs, a portion or the entire amount may be forfeited.

I, the undersigned, have read the Facility Use Agreement, Fee Structure and Cleaning Checklist, and Guidelines and Registration Form, and fully understand and agree to the terms thereof and have signed this document freely and voluntarily. If Renter is a business or other legal entity, the undersigned acknowledges that he or she is duly authorized to sign this Agreement on behalf of Renter.

Renter’s Signature: _____ Date: _____

Manager’s Signature: _____ Date: _____