



Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Alternate Number: _____

E-Mail Address: _____

Theme/Type of Event: _____

Thank you for selecting the American Legion Milwaukie Post 180 to host your event. The Post is looking forward to working with you ensuring your event is a success. This rental agreement is to insure that you as well as the Post are fully aware of what is expected and to avoid any misunderstands that may occur. **This agreement is not valid without the approval of a designated Post Officer and the payment of the reservation fee.**

Below are the date and times the Post is reserving for your event, along with agreed upon charges associated with the use of our facility:

Day	Date	# Guests	Start Time	End Time

If you require an earlier time for set-up; special arrangements must be made in advance.

FEES:

- Rental \$100.00
- Door Person \$ 50.00
- Kitchen *(if applicable)* \$ 50.00 *(if not applicable mark through)*
- Cleaning Deposit \$100.00 *(refundable if facility is cleaned properly)*

Total Charges

All fees and deposits must be paid in **full** prior to the commencement of the event.

The fee for renting of the Post facility is \$100 and represents the security reservation deposit as well. Should you need to cancel your event within ten (**10**) days of the scheduled date and we can find another renter for that date, we will refund your deposits. If we cannot find another renter for that date within the ten (**10**) day window, your reservation deposit (**\$100**) is not-refundable.

The Door Person is to control access and provide safety for both the Post and your event. Arrangements for this person will be made by the Post.

Should you wish to utilize the Post kitchen for refrigeration and/or preparation of small snacks, hors d'oeuvres, or minor cooking and food warming, there will be an additional \$50 charge for this capability.

A deposit of \$100 is required to insure that the Post facility is properly cleaned and equipment and furniture is repositioned. Cleaning supplies and equipment will be available for your use and must be returned to their proper place after use. When the designated Post facility officer is satisfied with the clean-up, your cleaning deposit will be refunded.

Rules / Regulations / Terms / Stipulations

- American Legion Post 180 and its Agents, shall not be liable for any damage, either to person or property sustained by the renter, guests of the renter using the Post facilities, or others in the renter's party, caused by any defects now in the Post premises or situated in any part of the appurtenance thereof, becoming out of repair or caused by fire or by the bursting of leaking water, gas, or sewer pipes, or from any act of neglect of employees, Post members, or other occupants of the Post building or premises or any other persons.
- By executing this rental agreement for the American Legion Milwaukie Post facilities you agree to defend and hold American Legion Post 180 and its Agents harmless from any and all claims for damage suffered or alleged to be suffered in or about the premises of the Post by any person, firm or corporation.
- No soft drinks, water, alcoholic or other beverages may be brought in from the outside.
- Alcoholic beverages may not be removed from the building for any reason.

Excessive trips to – from outside during your event will not be tolerated.

- No Tacks, pushpins or other items that cause holes, scratch or mar walls will be permitted. Confetti is not permitted.
- ***All candles must be in an enclosed container*** _____ ***Initials***
- No parties / events will be permitted without an American Legion Door Person at the cost of the renter. At the discretion of the Rental Officer, this fee may be waived depending on the type of event and prior Post rental experience with the renter.
- Pool table must be covered at all times. Should you want the use of the pool table or the shuffle board, an additional deposit may be required.
- Minors must be supervised at all times; no excessive running, playing on the stage, standing / jumping on furniture, etc. **Minors are not permitted in the Video Poker Game Room at any time.**

- All renters and guests of renters must respect the facility and our volunteers / staff.
- Post rules regarding appropriate language will be complied with in all areas of the Post.
- No smoking is permitted inside the Post Facility. A designated smoking area is located outside the facility. This location is clearly marked. Please use the appropriate receptacles for extinguishing cigarettes/cigars.
- The American Legion is a private, non-profit, fraternal military organization and as such reserves the right to not rent or lease our facility to any individual, group, or organization that opposes our form of government. By signing this agreement, you agree that the event / function to be held under this agreement is not being held to promote the violent overthrow of our government, promote civil unrest, or discriminate against individuals, groups, or organizations that is contrary to the Constitution of the United States of America or local state, county, and city ordinances.

Violation of any of these policies / regulations / stipulations may result in the event being terminated immediately without refund.

All checks are to be written to the American Legion Post 180. Non-sufficient funds (NSF) checks will incur a \$35 charge and cash payment for re-instatement of reservation.

FORCE MAJEURE: No damages shall be due for a failure of performance occurring due to acts of God, war, terrorist act, government regulation, riots, disasters, or strikes, any one of which makes contract performance impossible. The Post shall have no liability for power disruptions of any kind.

The American Legion does not assume responsibility for possessions left unattended. All decorations and supplies must be removed from the premises upon conclusion of your event. Any items left will be discarded at the sole discretion of the American Legion. Confetti of any kind is not permitted.

CATERING: Should you wish to have your event catered; the Post can/will provide you with approved contacts / sources that are able to cater your event. You will need to make separate arrangements with the caterer for menu selections and preparations. The caterer will be responsible for making arrangements with the Post for the use of the kitchen facilities.

Signed by: _____ Date: _____

Post Officer: _____ Date: _____

Print Post Officer Name: _____

Cleaning Deposit Collected:

Post Officer: _____ Date: _____

BARTENDERS ARE VOLUNTEERS AND ALL TIPS ARE GREATLY APPRECIATED

All contact arrangements with the Milwaukie American Legion Post require review and approval by the Post Commander or his/her designee.