



Robert D. Pelletier, American Legion Post 247

90 Pawtucket Blvd, Tyngsboro, MA 01879

978-649-7540

legionpost247@gmail.com

FUNCTION HALL RENTAL AGREEMENT

ALL FUNCTIONS WILL HAVE A BARTENDER PRESENT

HALL RENTAL COST:

MEMBER: \$200

NON-MEMBER: \$225

SECURITY DEPOSIT FOR ALL RENTALS: \$100

Function Date _____ Hours _____ # of Guests _____

Type of Function _____

Hall Fee \$ _____ Security Deposit \$ _____ Balance Due \$ _____

Name of Applicant _____ Telephone # _____

Applicant Address _____

Person in Charge _____ Telephone # _____

Person in Charge Address _____

Application Date _____ Received By _____

RULES AND REGULATIONS GOVERNING FUNCTION HALL RENTALS (to be read by Applicant and Person in Charge)

- 1) The Hall Rental fee must be paid in Full at time of application. Non-refundable unless notified 30 (thirty) days in advance of function date. The \$100 security fee is payable 10 (ten) days prior to the event. The \$100 security fee will be returned via mail within 10 days, provided the hall is left in the same condition as found. There is a fee of \$35 for returned checks.
- 2) This application applies to the rental of the function hall only. Guests are restricted to that area.
- 3) ALL attendees must abide by ALL Post Rules and Regulations as well as the Rules and Regulations set down by the Massachusetts Alcoholic Beverage Commission. ABSOLUTELY NO ALCOHOLIC BEVERAGES SHALL LEAVE THE POST NOR BE BROUGHT INTO THE POST AT ANY TIME.
- 4) The function hall is to be returned to original condition with regards to the building and furnishings (clean off tables, put trash/garbage in bags) or the security deposit will be forfeited. The renter will be required to reimburse the Post for repair or replacement cost of any damage created by the renting party to the Post building or equipment.
- 5) The Post will not be responsible for lost, stolen or left behind items or articles.
- 6) The Post will not be responsible for injuries sustained by any persons.
- 7) The names of Caterers and/or Entertainers may be secured from the Manager, but the Post will not assume any responsibility for their performance.
- 8) Persons under the age of 21 will not be served alcohol in this establishment. Additionally, a Parent, Guardian or adult may not buy or give alcohol to any minor.
- 9) No confetti, tape or tacks of any kind may be used, Hooks are available.
- 10) Either the Applicant or Person in Charge must be present during the entire function.
- 11) The Bartender on Duty has the right to terminate the function and/or eject any individual for any violation. In the event of a termination the deposit will be forfeited.
- 12) The Applicant or Person in Charge may purchase extra hall hours for \$50.00 each at the discretion of the Bartender on Duty. Payment must be made to the Bartender on Duty at the time of the request. Extra hours may not exceed 1:00 AM.
- 13) A Police Officer may be required for your function at the discretion of the Post. The current Police Officer rate must be paid by the renter one week before the function.
- 14) There is NO kitchen use.
- 15) Last call will be 30 minutes prior to end of rental.

I have read and understand the above Rules and Regulations

Signature (Applicant) _____ Date _____

Signature (Person in Charge) _____ Date _____