



Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Alternate Number: _____

E-Mail Address: _____

Theme/Type of Event: _____

Post Family Member Rental Agreement:

This rental agreement is between the Milwaukie Post 180 and a Milwaukie Post Family Member, as defined in the Post Rental Policy. 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 signed approval of a designated Post Officer and the payment of the cleaning deposit fee.

Below are the date and times we are reserving for you, along with agreed upon charges associated with the special event use of the Post:

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 \$ 0.00

Cleaning Deposit \$ 50.00 *(refundable if facility is cleaned properly)*

Total Charges

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

There is no fee for renting of the Post facility to Post Family Members for immediate family member functions and events. For the purposes of this policy/agreement, immediate family is limited to the following: spouse, parents and grandparents, children and grand children, brothers and sisters, mother-in-law and father-in-law, brother-in-law and sister-in-law, daughter-in-law and son-in-law. Adopted, half, and step members are also included in the definition of immediate family.

Should you find it necessary to cancel this rental arrangement, we request that you notify the Post (503-659-1300) as soon as possible so that attempts to schedule other events during your previously planned use of the Post facility can take place.

A deposit of \$50 is required to reserve and 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 use of 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**
- 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 contract arrangements with the Milwaukie American Legion Post require review and approval by the Post Commander or his/her designee.