

American Legion Post #584

Contract for Hall Use

Name or Organization: _____

Address: _____ City, State, Zip: _____

Phone # _____ Cell: _____

Date of Event: _____ Occasion: _____ # of Guests: _____ Start/End _____

Hall Use Suggested Donation: \$75.00

Security Deposit: None

****SPECIAL LIMITATIONS AND ADDITIONAL RESPONSIBILITIES OF CONTRACTED PARTY****

No Alcoholic beverages or champagne can be brought into the facility. All beverages must be consumed inside the hall
No minor is allowed to use the hall without adult supervision
No glitter, confetti or aerosol decorations allowed
No perforations to ceiling or walls
Tape used for decorations should be removed after event
No blocking of exits

Before/After Hall Use Check List

Hall is clean and tidy and in reasonable repair
Kitchen, dishes, cutlery and utensils are clean and in designated areas
Coffee maker is cleaned and ready for use

American Legion Post #584 agrees to provide the user access and use of the facility and it's equipment (tables, chairs, kitchen utensils and coffee pot). Not included in this agreement is access to the storage area of the building.

The user agrees to:

Return tables and chairs to proper storage area
Mop up obvious spills from floor
Sweep floor after event – brooms, dust pans, wet mop, vacuum, are available in storage area or in the bathroom closet
Ensure kitchen is clean. Dishes, utensils, coffee pot, etc. are clean and in proper locations. Counters, sinks, fridge and stove are wiped cleaned.
All decorations put up by user shall be removed by user with no pieces of tape left on walls.
Clean and wipe down all tables used.
Clean up all trash and place in garbage bags. Place garbage bags in dumpster at the rear of building
Ensure doors are locked when event is over.
Report all damage or difficulties in the use of the facility to the Post representative as soon as possible
The USER shall be responsible for any theft or damages caused due the use of the facility.

I hereby agree with the above-noted rules regarding the use and cleanup of American Legion Post #584.

Date: _____

Name: _____
User (Print Name)

User (Signature)

Name: _____
Legion Sponsor (Print Name)

Legion Sponsor (Signature)

Jean Ahlrichs American Legion Post #584 Commander
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