

AMERICAN LEGION POST 759 HALL RENTAL

Reservations for the use of the American Legion Hall facility must be made through
Chatham American Legion Post 759
206 West Chestnut Street, Chatham, Illinois 62629

Reservations must be made in person

**For further assistance, please call (217) 483-4084 (Answering Machine).
(217) 483-4356 (Dan Smith)
(217) 483-5294 (Gary Ori)**

Rental Reservations for most events need to be made at least five (5) working days prior to the event. Reservations can be accepted a year in advance prior to the event. Each reservation is regarded as a separate rental charge.

DAYS	NON-MEMBER	MEMBER
SUNDAY through THURSDAY	\$300.00 *	call
FRIDAY and SATURDAY	\$400.00 *	call

* Rates subject to change *

SECURITY/ KEY RENTAL RATE	\$ One half (1/2) of appropriate rate at time of booking
CLEAN UP FEE	\$75.00 under 25 - \$100.00 for 25 people or above
DAMAGE DEPOSIT	\$ One half (1/2) of the Rental Fee
ATTENDANT RATE	\$7.00 per Hr. (Beer only) \$10.00 per Hr. (Beer, Wine, Mixed-drinks)

Member rate to include immediate family (member MUST be present at the event).

Facility use cannot be reserved for more than one rental period unless permitted in special circumstances by the Chatham American Legion. A rental period is determined to be the hours designated as the rental time. Regularly scheduled meetings are not allowed Friday, Saturday, or Sundays. ***SUB-LEASING/ RENTAL OF THIS FACILITY IS PROHIBITED.***

RENTAL TIMES

Rental Times for the Chatham American Legion Building are:

SUNDAY through THURSDAY 8:00 AM to Midnight
FRIDAY 4:00 PM to Midnight
SATURDAY 8:00 AM to Midnight

Early entry is not allowed unless the Chatham American Legion gives prior authorization.

WALK THROUGH

A walk-through of the facility with the rental attendant is required. The walk-through should take approximately 20-30 minutes. The renter is required to be present for the walk-through. The walk-through will be arranged before the event. The rental attendant will be in contact with the renter to arrange a specific time.

The renter must meet all the responsibilities before the rental attendant signs the inspection report after the event. Use of the facility prior to the rental period is not permitted. The renter may enter the facility the night before the scheduled event to decorate if prior permission is obtained and no other functions scheduled. The renter will be charged one half of the full rental rate (if the facility is available) for early entry. The renter or a designated, responsible individual is to be at the facility during the entire event. The rental attendant is to be informed of the responsible party's identity in the event the renter leaves the function.

SECURITY

SECURITY (if determined necessary by Chatham American Legion)

The renter is responsible for the following:

Obtaining security services and providing a copy of a private security contract and a paid receipt for their services.

Copies of the contract and a paid receipt must be submitted with the final payment for the facility, or if the rent has been paid in full one (1) month before the event.

The renter is responsible for providing all necessary documents to Chatham American Legion prior to the schedule event.

Security guards have the authority to stop an event or call local law enforcement for the following reasons:

- Physical altercations occurring during an event.
- Minors being served alcohol inside or outside the facility.
- Destruction of City or Chatham American Legion property. Any event closed down by the Chatham Police Department or the security guards will subject the renter to loss to of all deposits paid as well as any additional costs which may be incurred.

CLEANING REQUIREMENTS

Renters are required to remove all personal belongings, decorations, trash and any other unwanted items to the trash receptacle site. This includes all trash from outside, including the parking lot. Renters are responsible for wiping down the tables and chairs, sweeping and mopping of the floors. All tables and chairs must be returned to their designated locations and stacked accordingly. All cooking utensils, dishes, catering equipment, and personal belongings must be removed after the event. Equipment use, Tables and chairs are available for use. There is a public address (PA) system available for rent. This fee is \$10.00. The renter assumes responsibility for any damage resulting from the use of the PA system. The property and equipment within the building is not to be removed from the premises. Smoking is **NOT** permitted within the facility. Ashtrays are located outside the building.

ALCOHOL

Alcoholic Beverages are to be consumed within the building ONLY. No Alcoholic Beverages are to be consumed outside of the building, within the parking area, or on streets or sidewalks adjacent to the building. Alcoholic Beverages Curfew shall be observed at the hour of 12:00 AM. All alcoholic beverages shall be removed from public view and not be available for consumption after midnight. Violations of this section may subject the renter to immediate suspension of the event and additional costs. Alcohol being served or sold without prior approval from Chatham American Legion may result in a forfeiture of the security and damage deposits. Alcohol shall not be served nor sold at youth oriented events. Any opened containers shall become the property of the Chatham American Legion. **See renter's alcohol statement (Attachment 1)**

BARTENDER – BEER & LIQUOR SALES

All alcohol and soft drinks must be purchased from the Chatham American Legion. When alcohol is served, a Chatham American Legion Bartender(s) must be used. For events having 1 to 100 in attendance one (1) bartender will be used. For those events of 100 to 205, two (2) bartenders must be used. The fee for each individual will be \$7.00 per hour if only beer is being served and \$10.00 if beer/wine/mixed drinks are being served.

DECORATIONS

ALL DECORATIONS MUST BE FIRE RETARDANT. Tacks, pins, and transparent tape are not permitted on the walls. Only masking tape on the metal portions of the ceiling or walls is permitted. Confetti, real grapes and berries, or like substances are not permitted for use as decorations.

Maximum Capacity for the Chatham American Legion Building is 205 people. The Fire Marshal has determined this number of people to be a safe occupancy for the building. The maximum number of people shall not be exceeded. Room capacities are posted in each room. Violation of maximum capacity may result in closure of the event.

Information

Rental term violations and/or safety or security concerns may result in immediate closure of the event and subject the renter to possible extra charges. Smoking is limited to the patio areas only. Ashtrays are provided in those areas. Any damages to the facility due to smoking, i.e.; floor, will be charged to the renter.

Doors Are To Be Kept Closed during the use of the Chatham American Legion Building. All doors will remain CLOSED during the ENTIRE time of the event. This is to insure that noise is kept at a minimal level and that the heating or cooling is kept in efficient use.

BUILDING KEY

Key for the building must be picked up at the Chatham American Legion between 5:00 PM and 6:00 PM on the last working day before the rental reservation (working days are Monday thru Friday, excluding holidays). The renter will pay a call-out fee if a key needs to be delivered after a working day. Keys are to be returned to the rental attendant at the end of the rental period. Key(s) not returned will result in a forfeiture of the deposit. No deposits will be refunded until all keys are returned. Receipt of a key does not authorize early entry, and is for the scheduled rental time only. Duplication of keys is prohibited. The renter must pick up the keys. *(Note: A note signed by the renter authorizing the key to be picked up by the note bearer will be accepted if the renter is unable to pick up the key)

HALL RENTAL FEES AND DEPOSITS (See Attachment 1)

Rental Fees and Deposits must be paid prior to the event. A minimum of half the rental fee and deposits are required at the time of the reservation. The remaining balance must be paid two (2) months prior to the rental date. Non-payment of the balance will result in forfeiture of rental date. One half (1/2) of the rental fee will be assessed at the time of key transfer as a damage deposit. When the “after event” inspection of the Hall is complete, the deposit will be returned to the renter or a portion, if any, according to damage found.

Cancellations will be accepted within ten (10) working days prior to the rental date. A \$50.00 cancellation fee will be charged for reservations canceled within the time allowed. A penalty of one-fourth of the fees and deposits will be charged for cancellations of less than ten (10) working days.

Deposit Refunds are given when: Prior to the next scheduled event the cleanliness and condition of the premises are determined to be within standards. Any charges for damage, loss, excessive cleaning or additional custodial duties shall be deducted from the deposit. Costs exceeding the deposit will be billed to the renter. The report regarding the condition of the premises will be available from the Chatham American Legion after the rental. *The deposit will be refunded only to the person or organization whose name appears on the rental receipt*. DEPOSIT REFUNDS TAKE A MINIMUM OF 15-20 WORKING DAYS TO PROCESS

KITCHEN RENTAL FEES AND DEPOSITS (See Attachment 2)

Kitchen is not to be used for food preparation, but only for warming and serving of previously prepared food. The stovetop, grill, ovens, refrigerator, sinks and counter tops may be used. Cooking and serving utensils are not available for use. Separate rental agreement for kitchen use is available. An additional \$75.00 will apply.

In addition to the “Hall and Rental Fees and Deposits” the following will apply when the kitchen is used:

Proof of liability insurance must be provided by the individual renter or their caterer.
The Hall’s pots, pans, and utensils if used, will be inventoried prior to and after the event.
The clean up fee will be increased by \$25.00.

CHATHAM AMERICAN LEGION POST 759 HALL RENTAL AGREEMENT
(Attachment 1)

I, _____ have read and agree with the rules and policies of the attached hall rental agreement.

Alcohol will _____, will not _____ be either served or consumed at this event.

One Half (1/2) Deposit \$ _____

Public Address System fee \$ _____

Clean up fee (Refundable upon inspection of Hall) \$ _____

Renter to clean hall

Damage Deposit (Due when key is issued & refunded per rental agreement) \$ _____

Balance Due (2 months prior to date of event) Due _____ \$ _____

Renter _____

Address _____, City _____

Contact Name _____

Phone Numbers _____

Event Date _____ Time: _____

Check # _____, Date _____

Legion Sponsoring Representative _____

Application Received by _____, Phone _____

CHATHAM AMERICAN LEGION POST 759 KITCHEN RENTAL AGREEMENT
(Attachment 2)

(See Page 4 of rental agreement)

"Kitchen is not to be used for food preparation, but only for warming and serving of previously prepared food. The stovetop, grill, ovens, refrigerator, sinks and counter tops may be used. Cooking and serving utensils are not available for use. Separate rental agreement for kitchen use is available. An additional \$75.00 will apply.

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The Hall's pots, pans, and utensils if used, will be inventoried prior to and after the event.
The clean up fee will be increased by \$25.00."

I, _____ have read and agree to the kitchen rental as stated above.

Kitchen use	\$ <u>75.00</u>
Extra clean up fee	\$ <u>25.00</u>
Total	\$ <u>100.00</u>

Renter _____

Date _____

Event Date _____

Check # _____

Legion Representative _____

Beverage Invoice		Open Bar <input type="checkbox"/>	Limits \$ _____
		Cash Bar <input type="checkbox"/>	
Date:		Event Date:	Start/End Times:
Chatham American Legion Post 759 206 West Chestnut Street Chatham, Il 62629		Customer Name:	
Beer Costs	Keg \$150 Bottle \$2.00		
#			
	Kegs		
	Bottle		
			Total
Wine Costs	Cost + 20%		
			Total
Liquor Costs	\$2.50 per Mixed Drink		
#			
	Whiskey		
	Rum		
	Vodka		
	Gin		
	Other		
			Total
Soda Costs	\$.50 per can		
#			
	Coke		
	Diet Coke		
	Other		
			Total
Bartenders	\$7.00 per hour Beer Only	\$10.00 per hour Mixed Drinks	2 bartenders required for events over 100 people
			Total Beverage Cost \$