

# EDWARD C. HEADMAN AMERICAN LEGION POST 217

## FRANK SIMON MEMORIAL HALL

2817 Van Alstyne Blvd., Wyandotte MI. 48192 (734) 282-2698

### HALL RENTAL AGREEMENT

NAME: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ CASH/OPEN BAR \_\_\_\_\_

BARTENDER REQUIRED: Y / N IF YES, REQUESTED START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_ (29 MAX NUMBER PER FIRE MARSHALL)

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ROOM RENTAL FEE:** \$175.00 for legion family members due at time of booking. This includes a \$100 cleaning fee which will be refunded if room is cleaned by renter and there is no damage within the premise. There is a full kitchen including a gas stove/oven, refrigerator, microwave and deep fryer available for your convenience. The room rental hours are from 11:30 am to 11:00 pm. Please contact the lounge at 734 282-2698, Pete Kalil at 734 558-1944 or Walt Szuper at 734 718-7981 for further details.

- **The signee must be a Legion member, and present at both setup, the event and cleanup.**

There is a 30 day cancellation policy. If the event is canceled within 30 days of the event, the \$100 cleaning will be refunded in full. The \$75 rental fee is not refundable after that time unless the Legion Executive Board approves the request.

INITIAL \_\_\_\_\_

No outside beverages are allowed on the property. A licensed full service bar is provided by the legion if requested for a \$50 fee. The fee includes a bartender from 1 to 5 hours, bar setup and teardown. If a bartender is needed for more than the allotted shift, a \$10 per hour fee will be added to the contract at the time of booking. Drink prices will be at membership rates. No one under the age of 21 will be served alcohol for any reason. Violation to that policy will be cause to shut down the event. The bartender is the final decision maker.

Cash or open bar is available. Cash bar is as stated, cash only per order; no running tab. Open bar can be paid by cash or a charge card at the end of the event. To be agreed with signee upon the time of booking.

Unless requested, no bartender is required for events serving strictly nonalcoholic beverages. The legion will provide beverages for a fee based on the number of attendees and the type of beverages requested. An additional addendum will include that information at the time of booking. Any leftover nonalcoholic beverages belong to the person in charge, and may be removed from the property after the event.

Decorations will be agreed upon at the time of booking. Nothing may be taped or otherwise attached to the walls. No products such as Silly String, glitter or confetti is allowed in the Legion.

No weapons, fireworks or sparklers are allowed in the building. The renter shall be responsible and liable for any damages to the building and/or furnishings caused by any guests or their employees.

**INITIAL**\_\_\_\_\_

**WAIVER OF LIABILITY:** In consideration of the right to use the American Legion Hall, applicant, applicants family, heirs, successors, representatives and/or assigns do hereby release, forever discharge and agree to hold harmless American Legion Post 217; its officers, agents , employees or representatives from any and all claims, demands, causes of action or suits of whatsoever kind or nature as a result of injuries or damages arising directly or indirectly from the use of the facilities or activities conducted therein, except for claims based on the sole of willful negligence or misconduct on the part of the Legion or its agents.

**INITIAL**\_\_\_\_\_

**I have read the above contract and will abide by the rules. I hereby certify that I am of legal age and authorized to sign this contract.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BOOKING AGENT** \_\_\_\_\_ **DATE** \_\_\_\_\_