



Legion Hall Rental Form

Three Lakes Post 431 of the American Legion, Wisconsin Department
1795 Superior Street, Post Office Box 103, Three Lakes, WI 54562

**Contact Kay Coates at 715-617-7080 for availability or
legionpostinfo@gmail.com**

Please return this form with the checks 5 days before the event

Name: _____ **Date of event** _____

Telephone Number:

Email:

Type of Event:

Set up day: _____ **Start/End Time:** _____

**The maximum capacity for the hall is 100 people and may not be exceeded at
any time.**

Function to be completed by 10 p.m.

Security deposit of \$ 200.00 and \$ 125.00 rental Fee.

NOTE: If the hall rental is for an active Veteran, Auxiliary Member or paid member of the Sons of the legion the fees are waved.

Date paid: _____ **Cash/Check no.** _____

Make out checks to American Legion Post 431

A refundable rental deposit of \$ 200.00 will be required at the time of booking, and a rental fee of \$ 125.00 will be charged to cover the cost of cleaning supplies, utilities, etc. Rental is during American Legion business hours and will be cleaned up 1 hour before the close of business, set up will be determined by the Event Coordinator, Renters and caterers must comply with the posted kitchen rules, or the renter will lose their security deposit. Renter shall have use of the Kveck Chow Hall downstairs including the kitchen and bathrooms on the date and time as set forth above, The renter shall not have the use of any other rooms downstairs, the stove is off limits due to liability of the insurance policy, the renter shall have all of the renter's personal property removed from the American Legion Building at the end of the event or arrange with the Event Coordinator to coordinate a pickup time the following day, The American Legion is not responsible for any personal items left on the premises.

Funeral

There is no charge for Veterans, American Legion Post 431 Legion Members, Auxiliary Members, and paid members of the Sons of the Legion.

If the funeral times are not during regular business hours, the family will be charged \$40/hour to cover costs.

Liability

*The American Legion Post 431 and or any employee of the Legion shall not incur nor obligation whatever which shall be subject to liability, or cause to be liable, the renting party shall indemnify, defend, and hold harmless the American Legion Post during the event.

*The American Legion **shall not** be responsible in any manner whatsoever, for food brought into the American Legion nor for food prepared on the premises, the renter shall be solely liable for any damages or injuries resulting from the bringing of food, or the preparing thereof.

Alcohol

*All alcoholic and nonalcoholic beverages must be purchased from the Legion; The American Legion shall not be held responsible for the overconsumption of alcohol by the renter's party and shall have no liability to any person whatsoever, for any personal injury or property damage that may arise out of

the consumption of alcoholic beverages at the renter's event. **Please do not allow minors to consume alcoholic beverages.**

Cleaning

The renting party is responsible for Hall clean-up which consists of the following:

- * All food/beverage spills are cleaned from floors, countertops, and wall surfaces.
- * All tables and chairs were wiped clean and stored properly, as found before the event.
- * Kitchen appliances and countertops shall be cleaned if the kitchen is used during the event.
- * Hall, kitchen, and bathroom floors shall be vacuumed and/or swept clean.
- * All trash cans will be emptied, and new can liners will be installed.
- * All food the renter brings will be removed from the premises after the event.
- * The security/cleaning deposit will be forfeited, and an additional cleaning fee may be assessed if more than routine cleaning is required to return the hall to the condition before the event.

Kitchen

- * Renters are responsible for providing utensils, pots, pans, bowls, hot pads, trivets and spices
- * **Except for the cabinets below the sink** with cleaning supplies, all other cabinets are off-limits to renters. Those cabinets contain property of the American Legion and are not intended for renters. Violation will result in security deposit forfeiture.
- * Refrigerator space may not be available depending on other events at the post. Renters should plan to bring coolers as needed.
- * Renters are responsible for supplying ice if needed.

Smoking / Flammables

*No candles or open flames are allowed inside the hall at any time.

*Smoking is prohibited in the hall at all times. Smoking is allowed outdoors, and smoking material shall be disposed of in approved containers, found by the exit doors only.

Safety

*Maximum capacity for the hall is 100 people and may not exceeded at any time.

*The renting party shall comply with all applicable laws and regulations.

* Renters shall not use or occupy the hall for any unlawful purpose or permit others to use or occupy the hall for any unlawful purpose.

*The consumption or possession of illegal drugs, non-drug items, or drug paraphernalia is prohibited at all times on any part of the property.

*Possession of firearms within the American Legion is prohibited at all times.

Renter

Renters Signature, Date_____

Printed Name:

Address:

City, State, Zip Code:

American Legion Authorization

Signature, Date_____

Printed Name_____