

Michael Kosar Post 778
150 Legion Memorial Lane
Butler Pa 16001

MAIN HALL RENTAL
NON SMOKING FACILITY

*Post use only – Open to the public Y N Post sponsored event Y N *

This is an agreement with _____

Date of rental _____

Times needed are from _____ **AM/PM** to _____ **AM/PM**. **Contact**

Name _____

Phone _____

Address _____

Pricing for all members including Sons of the American Legion and Auxiliary will be as follows:

Members (or if renters mother or father is a member) hall cost is **\$600.00**

Non-members cost is **\$700.00**

_____ **(Initial) \$100.00** clean up fee to be paid on or before the closing of the event. **All no charge rentals of hall will have a cleanup fee.** Clean up fee may be paid by cash or check (Checks made out to American Legion Post 778)

Hall may be rented on a per hour basis **@\$75.00** per hour, with a **maximum of 3 hours**. If needed for more than 3 hours, price will be as stated above. Clean up fee for hourly rental is **\$50.00** to be paid as stated above.

Rules for Hall Rental

The renter is responsible to pay 1/2 of the rental fee upon signing the contract. **This deposit is non-refundable.** The renter shall pay the balance prior to occurrence of the event. **If the renter is serving alcohol at the Hall event, they agree to pay a Post 778 bartender \$15.00 per hour for His or Her services. For parties of 150 or more, 2 Post bar tenders will be required.** Payment will be at completion of event. Our bartender will alert the renter of anyone they feel has had too much to drink. It shall be the responsibility of the renter to handle the situation. The bar has the authority to question anyone that they feel is not 21 years of age. If the bartender observes anyone of legal drinking age providing drinks for someone under 21, the bartender will report this to the renter and they must take immediate action. Anyone in this situation will be asked to leave the property.

Post 778 will provide ice for beverages; however, it is the responsibility of the renter to provide cups for all beverages. Ice is not provided for beer Kegs.

Beer and wine may be purchased from the Post but renter may provide their own alcohol.

The Post can cater up to 150 meals. Outside caterers are permitted; **however, the caterer is not permitted to use the kitchen appliances.**

Renter is responsible to have someone at the hall to admit for set up, decorating of the hall, caterer, DJ and alcohol refreshment, etc. deliveries. **Key can be picked up 1 day prior to the event.**

Music will cease by 11:00 PM. Renter agrees to be out of the building by Midnight

_____ (Initial) Renter agrees not to use any tape on the walls

_____ (Initial) At the end of the event the renter must clear off tables to include food, drinks, plates, cups, table coverings and decorations. **Trash bags are to be placed in dumpster - access outside kitchen door.**

Date _____ Deposit \$ _____ Check # _____ Cash _____

Balance Due \$ _____ to be paid prior to date of the event.

Member Yes _____ No _____

Members Name _____

Member card # _____ Valid Date _____

Signature of renter _____

Signature of Post Representative _____

Date _____

2019

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Updated Dec.