



The American Legion  
**Hopewell Memorial Post 146**  
 217 E. City Point Road - Hopewell, VA 23860

## LEGION HALL RENTAL CONTRACT

### Applicant Information

Requester/Organization	Post Member: YES NO
Point of Contact	
Street Address	
City/State/Zip	
e-Mail Address	
Primary Phone Nr	
Secondary Phone Nr	

### Booking Information

Event Date(s)	
Event Description	
Set-Up Date & Time	
Event Start Time	
Event End Date & Time	
Estimated Attendance	

### Post 146 Use Only

Fee Calculations		Payment Detail - Deposit Refund			
<b>Charges</b>	<b>Amount</b>	<b>Payment Received</b>	Amount		
Half Day			Date		
Full Day		<b>Payment by</b>	Credit Card	Check	Cash
Security Deposit		<b>Driver's License -State/Nr</b>			
Cleaning Fee					
ABC Fee		<b>Security Deposit Refund</b>	Amount		
			Date		
			Check Nr		
Total					

### Contract Agreement and Confirmation

The Parties confirm that this Agreement contains the entire understanding between them and that there are NO oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them except as contained herein. This Agreement cancels, annuls, and invalidates any and all prior agreement(s) between these Parties, whether verbal or written, regarding rental of the Hall. This agreement may not be assigned or transferred without the express written consent of the American Legion Hopewell Memorial Post 146. This Agreement may not be modified or amended except through an express written agreement signed by the Parties.

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Applicant Printed Name

\_\_\_\_\_

For Post 146 - Printed Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

For Post 146 - Signature

\_\_\_\_\_

Date

## Terms and Conditions

1. The Post 146 facility is Smoke-Free – there is no smoking or vaping at any time.
2. The Hall cannot be rented for public events where guests/participants are charged admission.
3. Maximum capacity for the Hall is 200 persons. The hall is limited to a maximum of 130 patrons for a “seated event”.
4. Meeting/event dates must be scheduled 14 calendar days in advance of requested date(s) unless waived by the Events Manager or House Committee.
5. The Renting Party shall coordinate with the Events Manager or Post Representative to arrange set-up and closing. A Post representative may be on the premises at any time during the rental period.
6. A security deposit is required at booking to confirm the reservation. The security deposit will be forfeit if the event is not cancelled within seven (7) calendar days of the scheduled date. Renter is also responsible for any obligated catering costs.
7. Activity Room Rental Contract must be completed and submitted at least 14 calendar days before the requested event date unless specifically waived by the Facility Manager.
8. All payments must be made by check, cash, or money order. Returned checks are subject to a charge of \$50.00 plus all legal costs of collection. Security Deposit is requested at the time of contract completion to secure the Hall. Full payment must be received at least fourteen (14) calendar days in advance of the event unless specifically waived by the Events Manager/Post Representative.
9. Driver’s license information for the person signing the rental contract is required for verification purposes.
10. For events starting before 9:00 am, the Hall may be setup/decorated during the evening of the preceding day, if the Hall is available. For events starting in the afternoon or evening hours, the Hall may be setup/decorated during the morning or afternoon of the event day, if the Hall is available.
11. If cleaning is not included in the contract, the renter is responsible for post-event cleaning the Hall, including rest rooms, after the event. If the Hall is not cleaned, the renter will be charged \$300.
12. Table decorations are allowed but, nothing may be attached to walls or posts. All decorations must be removed at the conclusion of the event.
13. All exit doors shall remain unlocked and must remain accessible at all times during an event.
14. No candles or open flames are permitted inside the Hall. Fireworks pyrotechnics are not permitted on any part of the property.
15. If alcoholic beverages are available and/or served at the event, they MUST be purchased from the Post and a Post-supplied bartender must be used. One bartender is required for parties of less than 75; two bartenders are required for parties of more than 75.
16. Renting Party is responsible to ensure the no one under the age of 21 is served or consumes alcoholic beverages. NO alcoholic beverages may be consumed outside of the Legion Hall.
17. Only members in good standing of recognized American Legion, Sons of the American Legion (SAL) or American Legion Auxiliary (ALA) organizations are allowed in the Post Club Room; the Club Room may not be used for any other purpose. Use of the Club Room is not included in this Rental Agreement.
18. Items owned by the Post (disposable paper products, utensils, etc.) are not to be used by the Renting Party. Unauthorized use of Post supplies or materials will result in forfeiture of the security deposit.
19. The Renting Party is responsible for and agrees to pay the American Legion for any and all damages to the hall that arise from or are related to the rental of the Hall. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property or asset owned by the American Legion. Security deposit is 100% refunded if no damage occurs.
20. The Events Manager or Post Representative and the Renting Party will jointly inspect the Hall and its equipment to ensure the Hall is in proper condition for the Renting Party’s use during the rental period.
21. Parking is available on the premises. Post 146 assumes no responsibility for any vehicle parked on Post 146 property or any other property used by persons attending events held at the Hall.
22. Renting Party is responsible for ensuring that no loud noises come from inside or outside the building after 11:00 PM.
23. The Renting Party shall comply with all applicable laws and regulations and 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/ possession of illegal drugs or drug paraphernalia is prohibited at all times on any part of the property. Possession of firearms is prohibited unless specifically authorized by law and approved by the Post 146 House Committee. Firearms are expressly prohibited when alcohol is served.
24. The Renting Party shall indemnify, defend, and hold harmless the American Legion, its Post Officers, and Post Members against any and all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the Renting Party’s rental of the Hall.

By initialing this page, I accept the above Terms and Conditions for rental of this facility.

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Applicant

\_\_\_\_\_  
Date