



Revised: 11/07/2022

Gretna American Legion Post 216  
11690 S. 216<sup>th</sup> Street / PO Box 194  
Gretna, NE 68028

Date Booked: \_\_\_\_\_

### Hall Rental Agreement

Renter: \_\_\_\_\_ Event Date: \_\_\_\_\_

Email: \_\_\_\_\_ Type & size of Event: \_\_\_\_\_

Address \_\_\_\_\_ Time of Event: \_\_\_\_\_

Phone/Alt \_\_\_\_\_ Set up time: \_\_\_\_\_

Rental Fees: Hall: Big \_\_\_\_\_ Small \_\_\_\_\_ Both \_\_\_\_\_ # of hours \_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Bartender Service Fee (\$65/hour). Time needed: \_\_\_\_\_ # of hours \_\_\_ x \$ \_\_\_\_\_ + \$ \_\_\_\_\_

Hall Deposit Paid: - \$ \_\_\_\_\_  
Balance Due (Must be paid 7 days PRIOR to event) (Date Due \_\_\_\_\_): \$ \_\_\_\_\_  
Host or Cash \_\_\_\_\_  
Special liquor or keg? \_\_\_\_\_ + \$ \_\_\_\_\_

Cleaning Deposit (\$200): \_\_\_\_\_ Date paid: \_\_\_\_\_

Terms:

1. 50% deposit of hall rental is due upon booking the hall.
2. The entire balance is due 7 days prior to event; any bar tab must be paid night of the event.
3. In the event of Lessee's cancellation, the Gretna Legion shall be entitled to retain any deposit paid by Lessee. If a replacement function is booked, part of your deposit may be refunded, solely at the Gretna Legions' discretion.
4. Lessee is responsible for all set up & tear down of tables/chairs.
5. Lessee is responsible for ANY damage to the Legion Hall or Legion property. Lessee agrees to assume complete responsibility for the leased premises and agrees to hold the Gretna Legion harmless for any liability arising during Lessee's use of the premises.
6. The Gretna American Legion is not responsible for any lost, stolen, or damaged items.
7. Decorations of any kind may not be taped or tacked to any walls, ceilings, or floors. No Dance Floor Wax or confetti.
8. Gratuity is at the customers' discretion.
9. Beverage prices subject to change based on market conditions. Every effort will be made to maintain pricing.
10. NO outside alcohol is allowed to be brought in per State law. NO alcohol may be taken outside except in the enclosed back yard.
11. A security guard is required at all functions where alcohol is served. Security guards are arranged by the Gretna Legion Staff.
12. The Gretna American Legion is a non-smoking facility. There are designated smoking areas outdoors.

Cleaning Requirements:

1. Empty all trash.
2. Wash any dishes and pans used.
3. Sweep and mop floor of hall & kitchen (if used).
4. Clean grill and fryers if used.

Please leave the kitchen/hall as you found it.

\_\_\_\_\_  
Signature of Client/Date

\_\_\_\_\_  
Signature of Legion Representative/Date