

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



**Gretna American Legion Post 216**

11690 S. 216<sup>th</sup> St / P.O. Box 194

Gretna, NE 68028

## Hall Rental Agreement

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

Email: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ # Attendees: \_\_\_\_\_

### Hall Rental Fee:

<input type="checkbox"/>	Big Hall	# of Hours (min. 2): _____ x \$ _____ = \$ _____
<input type="checkbox"/>	Small Hall	
<input type="checkbox"/>	Both Halls	
<input type="checkbox"/>	Backyard	

or All-Day Fee: \$ \_\_\_\_\_

### Bartender & Security Fee:

# of Hours: \_\_\_\_\_ x \$65 = \$ \_\_\_\_\_ Start Time for Bar Service: \_\_\_\_\_

Type? Host Paid or Cash

Special Alcohol? \_\_\_\_\_ = \$ \_\_\_\_\_

### Kitchen Fee:

Use of Equipment: # of Hours: \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_

### Amounts Paid:

Hall/Backyard:

Rental: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Damage/Cleaning: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Kitchen:

Damage/Cleaning: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Other/Additional:

Amount 1: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Amount 2: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Member or Veteran Discount:** \$ - \_\_\_\_\_

**Balance Due** (Must be paid 7 days PRIOR to event) (Date Due: \_\_\_\_\_): \$ \_\_\_\_\_

**See Terms and Cleaning Requirements on Reverse**

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legion Representative

\_\_\_\_\_  
Date

## Terms

1. A deposit equal to 50% of the hall rental fee is due when the Hall is booked.
2. The remaining balance is due seven days before the event. Any bar tab must be paid the night of the event.
3. If the renter cancels, the Gretna American Legion may retain any deposit paid. If the date is rebooked, part of the deposit may be refunded at the sole discretion of the Gretna American Legion.
4. The renter is responsible for setup and tear-down of tables and chairs unless other arrangements are approved in advance.
5. For purposes of all-day rates, "all-day" is defined as 6:00 a.m. through 11:59 p.m.
6. Because events may be scheduled immediately adjacent to yours, rental time must include time for setup, teardown, and cleanup.
7. The renter is responsible for any damage to the Hall, kitchen, backyard, furnishings, equipment, fixtures, or other Legion property caused by the renter, guests, vendors, or invitees.
8. The renter assumes responsibility for the rented premises during the rental period and agrees to hold the Gretna American Legion harmless from liability arising from the renter's use of the premises.
9. Commercial kitchen equipment (stove, oven, grill, fryer, dishwasher, and similar equipment) is not to be used unless kitchen fee and deposit are paid.
10. The Gretna American Legion is not responsible for lost, stolen, or damaged items.
11. Decorations may not be taped, tacked, nailed, stapled, or otherwise attached to walls, ceilings, floors, fixtures, or Legion property without prior approval. Dance floor wax and confetti are prohibited.
12. Beverage prices are subject to change based on market conditions. The Post will make reasonable efforts to maintain quoted pricing.
13. No outside alcohol may be brought onto the premises. Alcohol may not be taken outside except into the enclosed backyard.
14. A security guard is required at any function where alcohol is served. Security shall be arranged by Gretna Legion staff.
15. The Gretna American Legion is a non-smoking and non-vaping facility. Smoking and vaping are allowed only in designated outdoor areas.
16. Gratuity is at the customer's discretion.

## Cleaning Requirements

1. Empty all trash and place it in the proper outside receptacles.
2. Wipe off all tables and return tables and chairs to their proper locations.
3. Wash and put away any dishes, pans, utensils, or kitchen items used.
4. Sweep and mop the Hall and kitchen floors, if used.
5. Clean the grill, fryers, and other kitchen equipment, if used.
6. Remove all decorations, personal property, supplies, and event materials unless other arrangements have been approved.

Please leave the Hall and kitchen clean, orderly, and ready for the next event.