



The Delafield American Legion

Post 196

For God and Country

Delafield American Legion Post 196 Clubhouse Facilities

Delafield American Legion Post 196, 333 N. Lapham Peak Road, Delafield, WI 53018, makes its clubhouse facilities available to individuals, organizations and business entities for the purpose of holding social events, meetings and business related activities for rental on a one-day basis or a regularly scheduled weekly, monthly or annual basis. Post 196 retains the right of refusing to make its facilities available to any interested person(s) or organization. Events scheduled during Post normal business hours may be requested closed to the public (private party) upon preapproval of the booking agent.

Description of Facilities

Delafield American Legion Post 196 clubhouse facilities include the following:

- Post hall: dining and bar area maximum capacity 150 persons
- Kitchen: stove, oven, microwave, sinks, refrigerator and preparation surfaces.

Rental & Use Charge

	<u>Members</u>	<u>Non-Members</u>
• Hall rental-Private Party	\$100.00	\$200.00
• Hall rental-Open to Public	\$50.00	\$75.00
• Members must be an active member for a minimum of 6 months prior to rental.		
• Negotiable rates available for showers and funerals.		
• Deposit - Clean Up Fee*	\$75.00*	\$75.00*

*The clean up fee is due as a deposit with signed contract before the date the facilities are used. **Post facilities must be cleaned to pre-use conditions**, before the fee will be returned. Dry and wet mopping equipment is available on Post premises. The dumpster may be used to dispose of trash. The Post retains the option of remitting only a portion or none of the fee if it deems, at its sole discretion, that Post personnel must do additional cleaning 24 hours after renters have vacated the premises.

Catered food is allowed. Caterer or Party Host, however must provide all eating instruments, plates, cups, glasses, table coverings, food preparation utensils, etc. and is responsible for clean up of any and all leftovers unless other arrangements are made with Post 196 prior to event. Any items remaining will become Legion property.

Bar Facilities & Service

- Post 196 will assign personnel to include at least one licensed bartender who will be the only individual(s) allowed behind the bar for the purpose of dispensing any beverages. Parties of 100 or more persons will require 2 bartenders. Bartender fee is \$10.00 per hour, per person.

- Beverages available from the bar include liquors, beer, soda, wines and fruit juices. **ALL BEVERAGES CONSUMED ON POST 196 PROPERTY WILL BE PURCHASED FROM THE POST. NO CARRYINS ARE ALLOWED.**

- Current beer keg prices:

- Members - ½ brl \$145.00 ¼ brl \$75.00
- Non-Members - ½ brl \$165.00 ¼ brl \$85.00

- Prices include use of Post beverage containers

- Special beverage orders need 3 weeks advanced notice.

Responsibilities of the Renter

- The person signing the Rental/Reservation Agreement must be a responsible adult and must be signed by all renter's members and non-members
- All rentals, ether for a child's party or adult party, shall be the responsibility of the adult signing The Rental/Reservation Agreement.
- Persons attending the event who are under 21 years of age will not be served nor may drink any Alcoholic beverages while on Post 196 premises. Persons attending the event who are under 18 years of age will not be allowed to smoke or use tobacco products while on Post 196 premises. Absolutely NO SMOKING inside building according to Wisconsin Act 12, s. 101.123, Stats.
- The conduct of all people attending the event for which Post 196 facilities have been rented must be in strict compliance with City of Delafield ordinances and State and County laws applying to the capacities of the space, consumption of liquor and public decorum. (Public decorum applies to speech, dress and individual acts while on Post 196 property)
- Any individual ignoring these restrictions will be asked to leave the premises.
- Persons attending the event must respect the property and home environments of Post 196's neighbors.
- The conduct of all people attending the event for which Post 196 facilities have been rented shall be the responsibility of the person signing the Rental/Reservation Agreement.

Opening and Closing

- Post 196 building will be open to the Renter on the day of the event at a time arranged before the event takes place in order to do any necessary decorating and/or table and chair arranging or for any food catering set up as needed. Tables and chairs are to be replaced as originally rented.
- A specific time for the end of the event must be set as part of the rental/reservation agreement.
- Closing of Post 196 premises must be in compliance with City of Delafield codes. Specifically, the premises must be cleared by 2:00am the morning following the event (2:30am Friday and Sat).

Decorating

Reasonable allowances will be made for installing decorations as necessary. However, all decorations must be removed including tacks, tapes and staples, etc. at clean-up. No confetti is allowed and no tape or tacks allowed on the ceiling surfaces. Video display equipment is available upon request.

Liabilities and Damages

The renter will be liable for any physical damages of Post 196 property, including, but not limited to, burn damage from smoking materials or candles, broken furniture, or fixtures from inappropriate use.

The renter agrees, by signing this rental/reservation agreement, to hold Post 196 and its members harmless against any form of liability for mishaps, accidents, acts, or personal interactions that might result in harm to a person or persons attending the event.

Cancellation Policy

If event is cancelled less than 30 days prior to date, one half of deposit will be forfeited.

Return rental/reservation agreement to:

**Delafield Legion Post 196
333 N. Lapham Peak Road
Delafield, WI 53018**

Questions ? Please contact: 262-646-3930 or delafieldlegion@gmail.com

Delafield American Legion Post 196 Rental/Reservation Agreement

BETWEEN: Delafield American Legion Post 196

And: _____ Phone ____/____/____ Cell ____/____/____
(Please print Name of adult individual responsible for the event)

_____, _____, _____
(Address) (City) WI (Zip)

(Email Address)

_____ Post 196 Membership # _____ Non-Member _____

FOR THE PURPOSE OF: _____

ON THE DATE OF: _____, _____, _____ BEGINNING TIME: _____ END TIME: _____
(Month) (Day) (Year)

EVENT STATUS: OPEN TO PUBLIC _____ PRIVATE PARTY _____

EXPECTED ATTENDANCE: ADULTS _____ PERSONS UNDER 21: _____

FOOD SERVED: Yes _____ No _____ Self Catered: Yes _____ No _____ Professionally Catered: Yes _____ No _____

MUSIC USED: Disc Jockey: Yes _____ No _____ Band: Yes _____ No _____

BAR BEVERAGES: Cash Bar: Yes _____ No _____ Bar Tab: beer _____ soda _____ to: \$ _____

COSTS OF EVENT:

- Deposit Paid at Rental/Reservation Date: **\$75.00** Cash/Check/MC/VISA
- Rental/Reservation Fee \$ _____
- Bar Beverages \$ _____
- Catering \$ _____
- Bartender(s) 1 @ \$10.00 per hour x _____ hours = \$ _____
- Bartender(s) 1 @ \$10.00 per hour x _____ hours = \$ _____
- Subtract Refunded Deposit \$(_____)
- Total Amount Due: \$ _____

*Charges for bar beverages and bartenders will be determined at the conclusion of the event based upon actual consumption and actual hours. **Deposit is due when signed agreement is submitted. Reservation not confirmed until contract is signed and deposit is received.**

Signatures:

By signing this agreement, I attest to having read and understanding the stipulations of the Rental/Reservation Agreement and accept them without restriction or reservation.

Renter: _____ Address: _____ City: _____

Phone: _____ Mobile: _____ Alternate: _____

Booking Agent Signature: _____ Date: _____ Bartender assigned: _____