

# Hall Rental Agreement



## 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 to refuse to make its facilities available to any interested person(s) or organization. **All requests must be approved by the Legion Rental Coordinator.**

### Description of Facilities

Delafield American Legion Post 196 clubhouse facilities include the following:

- The Hall: private meeting area, maximum capacity 100 persons.
- The Bar Room: dining and bar area, maximum capacity 100 persons
- Kitchen: stove, oven, microwave, sinks, refrigerator, and preparation surfaces.
- Steam table available for use.
- 60" Round tables and chairs are provided in the Hall (8 available).
- 6' banquet tables are available upon request (6 available).
- ADA compliant restrooms.
- Patio & outdoor seating available.

### RENTAL & FACILITY USE CHARGES:\*

- The Hall - with Bar Service in the Bar Room \$550.00
- Both Hall & Bar Room rented - Private Party, closed to Public \$1100.00
- Note: When only The Hall is rented - The Bar Room may be open to the public.
- Rental Rate may be adjusted for events with extraordinary time periods.
- \*Negotiable rates for showers and funerals. For Legion member rentals- see addendum.

**BARTENDER FEE:** For events over 80 persons, there is a 2<sup>nd</sup> Bartender fee of \$100.

**NON-REFUNDABLE RENTAL RESERVATION DEPOSIT (\$100)** is due with signed RENTAL AGREEMENT at least ONE MONTH PRIOR to the date the facilities are needed for use.

Catered food is allowed. Caterer or Party Host, however, must provide all eating instruments, plates, cups, glasses, table coverings, food preparation utensils, paper towels and napkins, etc. and is responsible for clean-up of any and all leftovers unless other arrangements are made with Post 196 prior to the event. Any items remaining after rental will become Legion property. Unless marked for Public Use, kitchen cabinets are off limits to renters. Cabinet contents are Legion property and not intended for use by renters. Renters will be provided cleaning products to be used prior to closing of the event.

**Please note: The Legion recycles aluminum cans and the proceeds go to the Legion Honor Guard. Please ask guests to place aluminum cans in blue can bins.**

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## 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 80 or more persons will require 2 bartenders. The extra bartender fee is \$100.
- Beverages available from the bar include liquors, beer, seltzers, soda, wines, and fruit juices.
- **ALL BEVERAGES CONSUMED ON POST 196 PROPERTY WILL BE PURCHASED FROM THE POST.**
- **NO CARRY-INS ARE ALLOWED.**

## Beverage Purchases and Special Requests

- Half and quarter barrels are available for purchase and will be dispensed at the bar.
- Ask about current ½ barrel and ¼ barrel prices.
- 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 at least 21 years of age.
- All rentals, either 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 consume alcoholic beverages while on Post 196 premises. Persons attending the event who are under age 18 are not allowed to vape, smoke, or use tobacco products while on Post 196 premises. Absolutely NO SMOKING OR VAPING inside building according to Wis. 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.
- Event attendees must respect the property and home environments of the neighbors of the Post.
- 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.
- **The Lead Bartender has sole discretion regarding who will be allowed service at the bar, and for all decisions regarding time schedule and condition of building.**

## Opening and Closing

- Post 196 building will be open to the renter on the day of the event at a pre-arranged time in order to do any necessary decorating and/or table and chair arranging or for any food catering set up. **Normal set up time is ½ hour prior to rental start, please specify if more time needed.**
- **A specific time for the end of the event must be set as part of the rental agreement. Clean up and removal of decorations, etc. will be completed prior to the end time of the rental.**
- Tables and chairs are to be replaced as originally rented unless otherwise specified.
- 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).

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## Type of Event

Please advise Legion Booking Agent of any plans for Raffles, Games of Chance, Contests, or Performers as part of the Event for which Legion Rental Space is requested.

## Decorations

Please discuss the plan for decorations with the Rental Coordinator or Bartender prior to the event. Only BLUE PAINTERS TAPE is permitted and ONLY on the walls; no tape or adhesives are allowed on the doors. No nails, tacks, or staples are allowed on any of the building surfaces. No confetti or glitter is allowed. Please do not move the paintings off the walls. Ask about the availability of the Legion's backdrop frames. All decorations must be removed at clean-up.

## 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, paint damage, broken furniture or fixtures from inappropriate use. Facilities are considered in good condition prior to each event. Renter is responsible to note any questions or evident damages on the party checkout sheet prior to the beginning of event.

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

Cancellation of the event must be in writing. If the event is canceled less than 30 days prior to date, the deposit will be forfeited.

Return rental/reservation agreement to [delafieldlegionreservations@gmail.com](mailto:delafieldlegionreservations@gmail.com)

OR give to Legion bartender or mail to:

Delafield Legion Post 196

333 N. Lapham Peak Road

ATTN: RESERVATIONS

Delafield, WI 53018

Questions ? Please contact: [delafieldlegionreservations@gmail.com](mailto:delafieldlegionreservations@gmail.com)

**Note: The Bartender is in charge of the building at all times.**

**Bartender will give Renter a reminder 30 minutes prior to end of rental time. At that time, please help clean up and bring our Post back to the state it was found. A Checkout sheet is provided for your use. The Bartender will do a walk-through inspection with you at the end of the rental.**

# Hall Rental Agreement

**\*\*COMPLETE THIS PAGE AND LEAVE DEPOSIT & RESERVATION REQUEST WITH BARTENDER\*\***  
**OR SCAN AND SEND TO DELAFIELDLEGIONRESERVATIONS@GMAIL.COM**

## Rental/Reservation Agreement between Delafield American Legion Post 196

And: \_\_\_\_\_ Cell \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Please print name of adult individual responsible for the event)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Address) (City) State Zip

\_\_\_\_\_  
(Email Address)

Post 196 Membership Y/N Member # \_\_\_\_\_ Legion Auxiliary SAL Marine League

FOR THE PURPOSE OF: \_\_\_\_\_

**ON THE DATE OF:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ **BEGINNING TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_  
(Month) (Day) (Year)

**REQUESTED TIME TO OPEN BUILDING FOR PRE-EVENT PREP:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**EXPECTED ATTENDANCE:** ADULTS: \_\_\_\_\_ PERSONS UNDER 21: \_\_\_\_\_

**REQUESTED SPACES:** BAR: Y / N THE HALL: Y / N BAR ROOM: Y / N PATIO: Y / N

**FOOD:** FROM BAR: Y / N Self Catered: Y / N Professionally Catered: Y / N

**KITCHEN USE:** Y / N **STOVE:** Y / N **FRIDGE:** Y / N **FREEZER:** Y / N **STEAM TABLE:** Y / N

**DISC JOCKEY:** Y / N **BAND:** Y / N **TV/SLIDESHOW:** Y / N **MICROPHONE/SPEAKER:** Y / N

**BAR BEVERAGES:** CASH BAR: Y / N **ORDER BEER KEG:** Y / N TYPE: \_\_\_\_\_ \$ \_\_\_\_\_

**BAR TAB:** Y / N to: \$ \_\_\_\_\_ **CHOICES:** wine\_\_ premium\_\_ top shelf\_\_ rail\_\_ seltzer\_\_ beer\_\_ soda\_\_

**RENTAL RESERVATION FEE:** \_\_\_\_\_ **NOTES:** \_\_\_\_\_

**NON-REFUNDABLE RENTAL DEPOSIT \$ 100.00 Y / N** **DATE PAID:** \_\_\_\_\_ **CASH/ CK #** \_\_\_\_\_

### **COSTS OF EVENT\*:**

**FULL RENTAL FEE \$** \_\_\_\_\_ **Bartender(s) assigned:** \_\_\_\_\_

**BAR BEVERAGES:** \$ \_\_\_\_\_

**BAR FOOD:** \$ \_\_\_\_\_

**2<sup>nd</sup> bartender fee** \$ \_\_\_\_\_

**ADD'L CHARGES:** \$ \_\_\_\_\_

**AMOUNT DUE:** \$ \_\_\_\_\_

**LESS RENTAL DEPOSIT (\$ \_\_\_\_\_)**

**TOTAL DUE:** \$ \_\_\_\_\_ **PAID:** \$ \_\_\_\_\_ **DATE:** \_\_\_\_\_ **CASH/CC/CK** \_\_\_\_\_

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

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Booking Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Actual charges for bar beverages/food will be determined at conclusion of event, based upon consumption.

\*Payment for rental is DUE at conclusion of the event. \*Additional Charges are at the discretion of the Lead Bartender and based on several factors including condition of Post, clean up, and timeliness of departure.

# Hall Rental Check Out Sheet

**\*\*\*CLEAN UP OF POST WILL BE COMPLETED PRIOR TO EVENT RENTAL END TIME\*\*\***

DATE: \_\_\_\_\_ RENTER: \_\_\_\_\_ BARTENDER/LEGION CHECKOUT: \_\_\_\_\_

☐ Surfaces:

Please return bar glasses to the bar.

Please wipe down the tables and chairs as needed- ask the bartender for the cleaning spray.

Wipe up any food/beverage spills from floors, tables, chairs, countertops, and wall surfaces.

☐ Furniture:

Tables and chairs should be set up as they were prior to the event, unless otherwise directed.

☐ Floor & Walls:

Dry mop floor with large dry mop. Dispose of materials in the waste bin.

Remove any decorations and carefully remove tape that was used for decorating.

☐ Waste:

All trash should be put in waste bins. All aluminum cans should be placed in can receptacles.

Break down any boxes & place in the recycling bin behind the building.

If requested by the Bartender- Consolidate & empty waste bins.

If requested by the Bartender- Consolidate & place aluminum cans in the can bin outside.

☐ Kitchen:

Wash dishes and leave in the strainer. DO NOT pour grease down sinks.

Remove any food waste in the sink and throw in garbage (do not throw away sink strainer).

Please take or throw away any leftover EVENT food from the fridge, freezer, and kitchen.

Wipe off countertops, sweep floor if necessary.

☐ Bathrooms:

Please wipe down the sinks and place all garbage in the waste bins.

**Report TO THE BARTENDER any damage that was found or that occurred during your event.**

**\*\*Additional fees may be assessed for damages or if more than routine cleaning is required to return the Legion spaces to their condition prior to the event.**

Rental Coordinator Contact: [delafiellegionreservations@gmail.com](mailto:delafiellegionreservations@gmail.com)