

# American Legion LeRoy Hill Post No.19

315 Meadowbrook circle Gardner, Kansas 66030 (913-884-9568)

## DONATION AGREEMENT FOR USE OF LEGION HALL

A suggested donation is made to the American Legion LeRoy Hill Post #19 Legion Hall, Gardner, KS in the amount of \$400 for Non-Members or \$200 for Members-in-good-standing of Post #19. This includes the hall, use of the kitchen (***use of fryers & griddle are prohibited due to insurance reasons***), restrooms, and parking lot. There will be a damage/cleaning deposit of \$400 for non-members & \$100 for members. This amount totals \$800/\$300 to be paid in full before the date this agreement is signed. If you clean up after your event and no damage has incurred to tables, chairs, interior, or exterior of the building, etc. the damage/clean deposit will be refunded within ten (10) working days of the date of the completion of the event. The donator is responsible for any damage, or missing items incurred during the occupancy period. In the event the Hall is not cleaned and/or damage exceeds \$100, the damage deposit will be forfeited to American Legion LeRoy Hill Post #19, and the donator shall be liable to pay for any excess damages. If the back meeting room is needed for additional capacity, an additional \$100 damage/cleaning will be needed as well as \$100 for rental. Furthermore, the back room is our meeting room, so no pictures can be removed from walls, and it must be returned to current state when event is completed.

***Members are not allowed to rent for non-members, in attempt to get hall at lower rental rate for non-members. If found that a member rents for a non-member, they will forfeit their full cleaning/damage deposit and can be subject to other American Legion Post disciplinary actions. Person will also forfeit their deposit if found to have alcohol outside the Hall or found to have guns inside the hall. Guns are prohibited.***

**The Hall shall be vacated and locked by 2:00 am of the day following the occupancy date.**

**Under no circumstances shall alcoholic beverages be taken outside of the Hall or sold at any time.**

I, the Donator, understands that no one under the age of Twenty-One (21) will be allowed to consume any alcoholic beverage while on Post #19 premises. This does include the parking lots surrounding the premises.

Occupancy Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Time in Which Activity Will Start \_\_\_\_\_

Number of Guests Expected \_\_\_\_\_

Donator's Name (Print) \_\_\_\_\_

Donator's Address \_\_\_\_\_

Donator's Contact Number(s) \_\_\_\_\_

Donator's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Dining Hall/Dance Hall Rental

Public Dining Hall Rental is \$400 + \$400 damage/clean deposit. Private Dining Hall Rental (Members only) is \$200 + \$100 damage/ clean deposit. (Does not include Post functions/Meetings).

**\*\*\*Hall rentals are first come/first served as long as they don't conflict with normal club meetings. Rental date must be accompanied by payment or it is still considered open. First come/First served \*\*\***

**"Waitresses can be provided at additional cost"**

- 1) Facility Manager will need to know Renter info prior to event (name, phone, address). The Manager or Legion Officer can authorize cleaning/damage deposit back to Renter. Manager must inform Finance Officer of Renter's info as soon as possible so a check for deposit can be issued back to the Renter in 10 working days or less. Manager will be responsible for contacting Commander if any damage or if Hall isn't reasonably clean.
- 2) A "Private" function is classified as a function hosted by a Member "in-good-standing". The member is responsible for purchasing all drinks for non-members (guests), i.e., a prepaid bar tickets IN EITHER HALL or supplying their own alcohol in the Hall for private party.
- 3) A "Public" function is classified as a function hosted by a non-member. The bar will be closed to all "Public" functions for Dining HALL.
- 4) If Renter chooses to have alcohol for a "Private" event, they are fully responsible for their guests and alcohol that they supply. At no time is alcohol allowed outside Hall.
- 5) A Renter may opt to supply their own alcohol for their guests. They are not allowed to sell. No open alcohol containers from a member's private function may enter the Club bar at any time.
- 6) Arrangements may be made to provide additional staffing for parties for a flat fee of \$50.
- 7) ***Members are not allowed to rent for non-members, thus trying to get hall at lower rental rate for non-members. If found that a member rents for a non-member, they will forfeit their entire cleaning/damage deposit and can be subject to other American Legion Post disciplinary actions. Person will also forfeit deposit if found to have alcohol outside Hall or if guns are brought inside Hall. Guns are prohibited.***

**Cleaning of the Hall shall consist of areas/equipment that was used during event. This includes parking lot. In essence, we need the Hall back in same condition as you received it and clean/damage deposit will be refunded.**

1. Removal of trash to dumpster area at South/West corner, behind bar area, in fenced location. New bags will be in North closet, in kitchen.
2. Use of fryers & griddle in Kitchen are off limits due to insurance reasons. If Oven/stove top is to be used, let management know so pilots can be turned on. At end of event, turn yellow gas lever off, in rear of oven.
3. Refrigerator/freezer next to kitchen door is only available for renter use. Please dispose of all items after event. There is information on that kitchen door for assistance.
4. All cleaning supplies will be in North closet.
5. Make sure floors are swept and mopped. (Mops are located in closet or out East Hall door, by AC units.
6. Make sure all doors are locked, lights turned off. Press center padlock button to lock
7. If the back meeting room is needed for additional capacity, the back room is our meeting room, so no pictures can be removed from walls, and it must be returned to current state when event is completed.
8. Security code for door(s) will be date of your event. (Example, May 23<sup>rd</sup>, code will be 0523). Codes on doors will be changed at noon on next day. When leaving, just press center padlock button to lock.