**Hall Usage Agreement**

**Wilber Bartlett Post 315 American Legion**

**211 Chicago St, Brooklyn, Mi 49230**

Agreement: Entered into this day \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ by and between the Wilber Bartlett Post 315, of the American Legion, herein after referred to the Owner, and the User:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Phone#

The User agrees to the following terms of usage for the main hall and kitchen of the Wilber Bartlett Post 315. The Owner retains the right to waive all cost for extenuating circumstances.

* Hall will be available from 1100hrs-2400hrs.
* A bartender/Legion rep will be present in the building to close the Legion
* The User is responsible for all breakage, damage, and carrying away of any property of said Owner and will be charged accordingly.
* The User agrees to control guests, prevent underage drinking, excessive noise, fighting and all other not in the best interest of Wilber-Bartlett Post 315
* No alcoholic beverages shall be brought on the premises. Only American Legion members may purchase alcoholic beverages. Failure to comply with these requirements will result in immediate termination of this usage agreement.
* All tables will be put back according to diagram provided.

**Standard Fees:**

$200 usage.

$250 hall cleaning fee:

* This will be collected upfront.
* If we have to clean everything to include garbage, decorations, tables, sweeping, mopping, etc. then entire cleaning fee of $250 will apply.
* If we only have to sweep and mop, $75 will apply.
* If the hall passes inspection and we have to do nothing, entire fee, $250, will be refunded.
* Hall must be cleaned day of event. Rep from event must remain until all cleaning is done

$250 kitchen cleaning fee:

* This will be collected upfront.
* If we have to clean everything to include garbage, ovens, counters, sweeping, mopping, etc.…then entire cleaning fee of $250 will apply.
* If we only have to sweep and mop, $75 will apply.
* If the kitchen passes inspection and we have to do nothing, entire fee, $250, will be refunded.
* Kitchen must be cleaned day of event. Rep from event must remain until all cleaning is done.

$100 Bartender fee (four hours) if you need one. Every additional hour incurs a $25 fee. Need will be determined by Bar Manager.

$100 Security deposit refunded upon inspection.

**Special Fees:**

Post 315 Veteran, SAL and Aux funerals and Unit Fundraisers

$200 usage fee is waived

$250 hall cleaning fee negotiable if Units do the cleaning

$250 kitchen cleaning negotiable if Units do the cleaning or not used.

$100 bartender fee if you need one. Need will be determined by Bar Manager

$100 Security deposit refunded upon inspection.

The User agrees to a total fee of \_\_\_\_\_\_\_\_\_\_. The Owner acknowledges reciept of a $100 deposit from the User as a holding/security deposit. Balance due $\_\_\_\_\_\_\_\_\_\_\_ will be payable by the day of hall usage. User may cancel this agreement up to 14 days prior to the event and deposit will be returned. Cancellation with less than 14 days’ notice results in forfeiture of the deposit.

The User herein states that the purpose of this hall usage is that of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Owner and User herein agree that said usage agreement shall commence upon the \_\_\_\_\_ day of

\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_\_\_\_am/pm and terminate upon the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_am/pm.

Additional time for decorating and removal of such and/or additional cleanup must be approved by the Owner. All clean up must occur immediately after hall usage and not the next day. The point(s) of contact for the Owner is the bar manager. User and Owner have inspected the hall and noted any damage. User has provided a copy of their driver’s license or any equivalent Federal I.D.

User\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_