

Gaudette-Kirk American Legion Post 138

175 Main Street Spencer, Massachusetts 01562 (508) 885-3793

Hall Rental and Services Contract

The following Rental and Services Contract has been agreed upon by Gaudette-Kirk Post 138 and:

Name _____(Renter) Telephone _____

Address _____

Date of Event: _____

Time of Event: _____

The following rental and service fees are agreed upon with the Gaudette-Kirk Post 138:

- | | | | |
|--------------------------|------------------------|--|------------------|
| <input type="checkbox"/> | 1). Hall Only | Includes use of tables and chairs. | \$ 250.00 |
| <input type="checkbox"/> | 2). Bar | Includes one bartender (up to 75 guests.- 4 hours) | \$ 50.00 |
| <input type="checkbox"/> | 3). Kitchen Fee | Includes use of refrigerator and Ovens | \$ 25.00 |

Subtotal \$ _____

**WHEN BAR IS USED (2) CHECKS MUST BE WRITTEN
(1 WRITTEN FOR HALL AND 1 WRITTEN FOR BAR)
TWO (2) SEPARATE CHECKS FOR ACCOUNTING PURPOSES**

Subtotal Bar \$ _____

Total Cost \$ _____

Bartender: 4 hours \$50. \$15 per hour over 4 hours. Kitchen use: Renters are responsible for the cleaning and care of the kitchen, Renters at no time are allowed to use pots, pans or any Legion property pertaining to the kitchen area, the only things that renters may use are the post Coffee Pot, Stove, Refrigerator, Microwave, and sink for cleaning up.

Type of Function: _____ # of Guests _____

Decorations, .UNDER ABSOLUTELY NO CIRCUMSTANCES can nails or tacks be used, they are not allowed. Only quick release tape (painters tape) will be permitted and only on the part of the wall under the chair railing. NO DECORATIONS ARE TO BE SUSPENDED FROM THE CEILING, LIGHT FIXTURES OR WINDOWS.

Table coverings are the responsibility of the renter.

Room setup only (tables and chairs) is the responsibility of the renter.

All clean-up (cleaning of tables, removal of decorations, and, if used, clean-up of kitchen) is the responsibility of the renter IMMEDIATELY at the conclusion of your function.

****FINAL PAYMENT is due in full 30 Days Prior to Rental Date****

Signed upon in agreement by (Renter) _____ Date _____

Make all payments by check and payable to: Gaudette-Kirk American Legion Post 138

**Return Contract and Payment(s) to:
774-200-3202**

**JERRY PERRON
7 SULLIVAN ST
SPENCER, MA. 01562**

Date Booked _____

Rental Agreement

1. No alcoholic beverages of any kind are to be taken in or out of this Building or premises. This is the Law!
2. This is a non-smoking facility, there will be no smoking in this Building at anytime. This is the Law!
3. Any checks that are returned to the post with non-sufficient funds will be treated as a cancellation of hall rental. Only cash will be accepted at that time to hold rental date. A \$40.00 surcharge will be added to the hall rental.
 - 3-a Weekend rentals may enter the hall after 11 AM due to allow for cleanup time.
4. Please!!!! (No helium tanks left behind)
5. **Keys must be picked up the Friday night preceding the event between 6:00 and 8:00 PM or make other arrangements to pick up the keys – keys must be returned at the end of the event. They can be turned in to the bartender if applicable or placed in the mail slots. Lost key charge \$10**
6. Cancellation Policy: a thirty day notice must be given for a full refund of the Hall Service Fee. If there is a cancellation within 14 days of the event only the Bar Service Fee will be refunded.

Rental Agreement Receipt for all Hall Rentals

Hold Harmless / Notice of Contractual Liability Limitations

Our organization is to be held harmless for all activities and actions of hall renters not related to actual safety defects of the premises. It is hereby acknowledged activities during events are not sanctioned, promoted or otherwise planned by the leaser and are the sole responsibility of the lessee and their guests.

Contractual liabilities of the leaser and penalties for not being able to perform on a hall rental contract are limited to the amount of the rental contract.

All deposits can be non-refundable to the lessee if an event is canceled without 30 days' advance notice, for reasons including but not limited to weather, illness, or other reasons outside the control of the leaser.

Renter sign here: _____

Post #138 Representative Jerry Perron