

Naples - Casco - Raymond American Legion Post 155
PO Box 164 Naples, ME 04055
Telephone: 207-693-6285



Function Hall Contract

Name: _____ Type of Function: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Email: _____

Event Date: _____ Time: _____ To: _____ Estimated # Of Guests: _____

*** Name of Contracted Caterer: _____ Initial here: _____

Is Lessee/Renter a member of the American Legion Post 155? Yes No

A discount per rental is applicable to members of the Post 155 that are in good standing. Post 155 members cannot rent a room at a reduced rate for any function not pertaining to their immediate family.

Initial here: _____

Hall Rental Fee: *See attached:* \$ _____ *Initial here:* _____

Half of the hall rental fee is due upon signing the contract and is non-refundable.

Bar service/fees: A \$150.00 bartender fee is required for all functions requesting a bar. %18 gratuity will be added to arrangements other than a cash bar.

USE OF KITCHEN, WILL BE AN ADDITIONAL \$50.00 CHARGE

Remaining payment: Payment of the remaining costs are due 7 days before your event.

Please remember to take all left-over food home. (Need your own containers). All trash must be removed and put in the dumpster next to the garage.

***** For any caterer, there will be a \$2.00 per person charge for the use of our kitchen.**

Rental Prices

| Function | Non-Member | Post 155 Member |
|---------------------|-------------------|------------------------|
| Wedding (5 Hours) | \$600.00 | \$400.00 |
| Additional hours | \$75.00 | \$55.00 |
| Celebration of Life | \$300.00 | \$0.00 |
| Party | \$300.00 | \$250.00 |
| Meetings | \$200.00 | \$55/hour |
| Non-Profit | \$200.00 | \$200.00 |

Note: Non-Profit's will be able to rent at American Legion Post 155 prices (with proof of non-profit)

Payments Received

| Item | Price | Date Paid | Balance |
|------------------------|--------------|------------------|----------------|
| Hall Rental | | | |
| Half at date of rental | | | |
| Remaining Balance | | | |
| Cleaning Deposit | | | |
| Bartender | | | |
| Special Fee | | | |
| Champagne | | | |

Insurance

I have been advised by the American Legion Post 155, that it would be in my best interest to obtain Liability Insurance for this function.

Initial here: _____

Function Facility Policies

- ❖ Renting party is responsible for the actions of any of their guests. Any destruction or misconduct will be the responsibility of the renting party.
- ❖ Renting party is responsible for any damages to equipment or premises caused by any guest or outside entity hired by the renting party.
- ❖ NO DRINKS, of any kind, will be permitted on the dance floor.
- ❖ **All beverages must be purchased from the American Legion Post 155 Function Facility. No outside water, soda, or juice.**
- ❖ We cannot store items requiring refrigeration. Please schedule delivery of those items accordingly.
- ❖ All alcoholic beverages must be purchased from the American Legion Post 155 Facility. We will be happy to work with renting party regarding any special preferences. No alcoholic beverages may be brought onto or off the premises under any circumstances. If the aforementioned takes place, the Facilities Manager or Agent may shut the function down at their discretion.
- ❖ Managers/Bartenders/Wait staff have the right to refuse service to anyone who appears to be intoxicated or who does not have proper identification.
- ❖ American Legion Post 155 Function Facility will not be held responsible for events beyond their control, which may affect your function (weather, power outages, etc) or for lost, damaged, or stolen items.
- ❖ All children must be supervised closely.
- ❖ Decorating the function hall is permitted. Time to do so must be scheduled with the American Legion Post 155 Function Facility beforehand. There can be no use of tape, nails, or other fasteners on the walls. We ask that you take all the decorations with you at the end of your event.

Glitter, sparklers, rice, or bird seed are not permitted.

There will be a \$250 fee if it is used. *Initial here:* _____

The renter or representative of the renter who signs this contract does so with the knowledge that they assume the responsibility and liability for any and all damages to any or all of Naples, Casco, Raymond American Legion Post 155 property. These costs shall be the sole responsibility of the renter or representative of the renter signing this agreement.

How did you hear about us? _____

(NO RENTAL IS CONFIRMED UNTIL DEPOSIT IS RECEIVED)

Signed: _____ Date: _____

(Renting Party)

Signed: _____ Date: _____

(American Legion Post 155 Function Facility)