

**American Legion Post 171
17-08 River Road
Fair Lawn, NJ 07410
201.796.9667
American Legion Non-Member Facilities Usage Agreement**

(FOR REFERENCE ONLY- NOT A FORMAL CONTRACT-FORMAL CONTRACTS MUST BE COMPLETED WHEN BOOKING THE HALL-CONTRACT IS SUBJECT TO CHANGE)

Agreement Date: _____

The standard rental will be \$600.00 plus a \$200.00 cash security deposit, for four (4) hours plus time for clean-up. **(CLEAN UP NOT TO EXCEED 30 MINUTES)** **The renter is permitted a maximum of two (2) hours prior to their event for setup.** The renter has the option of a maximum of one additional hour at the rate of \$150.00 per hour. The additional hour, must be paid in cash if less than 10 days prior to the rental. **The maximum occupancy of the hall is 120.** The facility must be vacated no later than **12 AM for Saturday events and 6 PM for Sunday events,** this includes time for clean up and break down of the band/DJ.

WE RECYCLE. PLEASE PUT ALUMINUM, GLASS AND PLASTIC IN THE CONTAINERS PROVIDED IN THE KITCHEN. RENTER MUST SUPPLY PLASTIC GARBAGE BAGS. NOTHING IS PERMITTED ON ANY OF THE WALLS, CEILINGS OR LIGHT FIXTURES IN THE BUILDING. THIS INCLUDES DECORATIONS, SIGNS, BANNERS, ETC. NO STAPLES, TACKS, NAILS, ETC. ARE PERMITTED ON ANY OF THE PANELING OR WOODWORK. THE KITCHEN STOVE IS FOR HEATING FOOD ONLY AND MUST BE CLEANED. NO COOKING PERMITTED. THE DJ/BAND CANNOT CONTINUE PLAYING AFTER THE 4TH HOUR, UNLESS ADDITIONAL HOURS WERE PREVIOUSLY CONTRACTED AND PAYMENT RECEIVED FOR THE EXTENDED TIME. FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN THE FORFEITURE OF PART OR ALL OF THE \$200 SECURITY DEPOSIT.

Access and any non-standard requests, will be included in the "Special Arrangements" section of this form. **A 50% deposit is due at the signing of this contract. The balance is due no later than 7 days prior to the event.** Refund of the deposit will be provided if notification of cancellation is received **15 business days** prior to the event.

Facility User Information

Name: _____

Street: _____ City: _____

State: _____

Zip _____

Phone: _____

It is hereby agreed that for a donation of **\$600.00** and a cash security deposit of **\$200.00**, which is in addition to the donation, the American Legion Post 171 will allow the use of the following of its facilities with provisions for services as noted on:

Date of Function: _____

Start Time _____

End Time _____

For the use of: _____

Hall: _____

Special Arrangements: _____

Note: Donations are payable to the Legion Facilities Representative in advance.

This agreement, signed by the Facility User and the Legion Facilities Representative, including the security deposit check in the amount of \$200.00 payable to American Legion Post 171, must be sent to the following address by the facilities user, at least ten (10) days prior to the function date.

**American Legion Post 171
Attn: Facilities Usage Trustee
17-08 River Rd.
Fair Lawn, NJ 07410**

The security deposit will be refunded within ten (10) days, upon satisfactory inspection of the premises after the usage period has been completed. User is responsible for clean up and any damages to Post property caused by their function. An appropriate clean up fee may be deducted from the security deposit if the User fails to leave the premises in a satisfactory condition.

User Signature: _____ Email: _____ Date: _____

Legion Facilities Representative: _____ Date: _____