

AMERICAN LEGION POST 76 INC.
570 S. GARY AVE.
CAROL STREAM, IL. 60188
(630) 682-0076

HALL RENTAL CONTRACT:

NAME OF RENTER: Wheaton Park District % Micheal Benard
PHONE: Wendy - 630-570-5126 Sally 630-570-5134
ADDRESS: 855 Peppier, Wheaton, IL 60187 - attn Wendy
DATE OF RENTAL: Nov 12, 2015
HOURS OF RENTAL: 3:30 - 7
TYPE OF FUNCTION: Luncheon
MAXIMUM NUMBER OF GUESTS: 150
TIME IN FOR PREPARATION (2 HOURS ALLOWED): 1:30
CATERER: Shank's

Wants to do prize Bingo 4:30 - 6:00

TERMS OF RENTAL:

1. Only person of legal age set by state law will be served or can consume alcoholic beverages.
2. All liquor, beer, wine, and sodas must be purchased from American Legion Post 76.
3. Payment of a \$200 deposit is required to hold the date for 7 days.
4. Refunds of deposit will be given in full, if written cancellation request is received 60 days prior to the function date. Cancellation requests received with less than 60 days notice are subject to review by the Corporate Board, and refund decision will be made by them.
5. The American Legion has the right to cancel any rental with 30 days notice for any reason or with no notice in the event that the property is not in a condition to be occupied.
6. **Under no circumstances is renter or guests to bring any beverages, alcoholic or non-alcoholic, onto American Legion Post 76 property.**
7. **Violators of item #6 will be asked to leave the premises.**
8. All decorations must be fireproof. No confetti or open flames. Only table decorations are allowed in the Lounge area. Nothing can be hung from the walls or chandeliers in that area. If decorations are not removed following a function there will be an additional \$30 charge for their removal.
9. **AMERICAN LEGION POST 76 IS A NON-SMOKING FACILITY. NO smoking anywhere inside of the building. Violators will be asked to leave.**
10. All functions will be over by midnight. All persons should be prepared to leave ten minutes before closing time.
11. Renters are requested to use some type of table covering during functions; plastic, paper, or linen. Renter is also responsible for the removal of heavy garbage to the dumpster following the function.
12. American Legion Post 76 is NOT responsible for any articles of personal property brought onto or left on the premises or exchange of the same.
13. Building is to be left in the same condition as when rented. Renter is responsible for excessive or unusual damage to the building or its contents as a result of the rental. Renter is responsible for the full replacement cost for any equipment that is damaged.
14. A damage deposit of \$200 is required, which is refundable in the form of a check in 7 to 10 business days if no damage has occurred.

15. Rental does not include use of the kitchen. Use of the refrigerator or microwave may be possible with prior approval by management. Renter is responsible for anything lost or damaged in the kitchen.
16. No date is reserved until contract is signed and deposits are received.
17. Renter is responsible for the conduct of his or her guests.
18. Bartender is in charge of the building and affairs and he or she will control activities in and on American Legion Post 76 property.
19. The balance of the rental fee is due 7 days before the event. The balance of the bar bill is due the evening of the event. We accept cash, checks, Visa and master Card. The due date for the final payment for your rental is: NOV 5, 2015
20. The fee for a NSF check is \$50 and any additional bank charges, In the event that a check returned is NSF the amount of the check plus all charges must be paid in cash within 7 days notice. If there is failure to do so the check will be turned over to the authorities for fraud prosecution.
21. If function goes over the time limit provide by the contract the renter is responsible for an additional fee of \$50 for each ½ hour over the contact time. .

Renter's signature: _____

Post representative: _____

Date: 9-15-15

Fee for rental: 200

Damage deposit: ~~\$200~~

Total rental Fee: 200

Deposit for rental: _____

Balance due: _____

The expected cost for items at the bar is:

Cost per Soda: \$1.00 Large \$3.50 Pitcher

Cost per Beer: \$2.75 Domestic \$3.75 Import

Cost for Wine: \$4.00 per glass for house wine Special order wines vary upon cost

Cost for Champagne service varies upon brand ordered The minimum charge is \$10 per bottle

Cost for mixed drinks & shots: \$4.00 - \$9.00 depending upon the brand of liquor requested