



**AMERICAN LEGION J.W. MATHERS JR.
POST 163
1795 N. Harbor City Blvd.
Eau Gallie, FL 32935
321-259-7239**

NAME: _____ DATE: _____

STREET: _____ CITY: _____

STATE: _____ ZIP: _____ TEL: _____

EMAIL: _____

DAY & DATE OF FUNCTION: _____

START TIME: _____ FINISH TIME: _____ SET-UP/ENTRY TIME _____

PAID MEMBER: POST#/CITY/ST: _____

RENTAL FEE: MEMBER: \$200.00 <input type="checkbox"/> NON-MEMBER: \$275.00 <input type="checkbox"/>	LARGE HALL <input type="checkbox"/> AUXILIARY HALL <input type="checkbox"/> \$100.00 <input type="checkbox"/> \$150.00 <input type="checkbox"/>	HALL SET-UP:	Renter Responsible for Set-up of Hall.	HALL CLEAN-UP:	\$50.00 Clean-up/Non-Refundable Deposit Fee is Included in Rental Fee. POST 163 will provided Clean Up of the Hall.
Use of Kitchen NO STOVES (1) <input type="checkbox"/> EQUIPMENT (1) <input type="checkbox"/>	Included <input type="checkbox"/> \$50 <input type="checkbox"/>	KITCHEN USE:	POST 163 will be Responsible for supervising Kitchen Use and Set-Up of the Grill, Stoves and/or the Dishwasher if contracted.	KITCHEN CLEAN-UP: (2)	\$50.00 Kitchen Clean-up Fee is NOT Included in Rental Fee, and will be billed if kitchen is not cleaned.
BATENDER <input type="checkbox"/>	\$50 <input type="checkbox"/>	NOT Included in Rental Fee	NOTES:		

WEDDING BIRTHDAY RETIREMENT ANNIVERSARY

POLITICAL *(3) SOCIAL FUNERAL/MEMORIAL OTHER: _____

FUND RAISER (CHARITY) BABY SHOWER BRIDAL SHOWER

*TOTAL GUESTS: _____
***110 MAX (Large Hall)**

DEPOSIT: \$ 50.00 <i>NON REFUNDABLE</i>	PAID ON: _____	CASH: <input type="checkbox"/>	Name on Card: _____	Last 4#: _____
BALANCE: \$ _____	PAID ON: _____	CREDIT CARD(4) <input type="checkbox"/>	Name on Check: _____	Check #: _____
		CHECK: <input type="checkbox"/>	Name of Bank _____	

RENTER PRINT NAME _____ SIGNATURE _____ DATE _____
EMAIL: _____

AUTHORIZED MEMBER PRINT NAME AMERICAN LEGION POST 163 SIGNATURE _____ DATE _____
AMERICAN LEGION POST 163

AUTHORIZED MEMBER TITLE _____ PAID DUES CARD VERIFIED YES NON MEMBER PAID MEMBERSHIP POST NAME _____ POST # _____

By signing this form, you agree to all the discussed, and listed conditions for your rental. This is a binding agreement between the above listed Renter, and The American Legion, J.W. Mathers Jr., POST 163, set forth on the signature date, as listed. Any variance from this contract will result in additional Fees, as discussed and listed on page 2.



Honor our Rules Please:

Thank-You for using the American Legion, J.W. Mathers Jr., Post 163 Hall for your event. The Contract/Rental Fees, represent a (4) Four hour Maximum period for your function. A Non-Refundable Deposit Fee of **\$50.00** is required on the date of the signing of this contract, and is part of the Rental Price agreed upon. The "Payment In Full", is due within 15 days of the signing of the contract or Full Payment can be made at the reservation of the Hall. *The Maximum guest count cannot exceed 110 people. (No Exceptions) We also have a second area that will accommodate 30 people for smaller events. Please be advised, that during your event, Non Members are not allowed in the Lounge area without being signed in by a Paid Member. Non Members are not allowed to purchase Alcoholic Beverages directly from the bartender at any time. If you are a member, it is your responsibility to purchase these beverages, unless a bartender is contracted for your event, in which case, there will be beverages in the Event Area for purchase. Any Member buying Alcoholic Beverages at the bar, must show their PAID Legion Membership Card in order to purchase drinks. J.W. Mathers Jr, Post 163 is a Non-Smoking facility. We do not allow smoking inside our facility. We do, however, allow smoking outside in the covered patio area. You as the member/renter must make the participants of your event, aware that anyone who goes outside, for any reason, needs to enter or re-enter the facility through the front door by ringing the bell. The bartender will buzz them in. Per POST 163 Bylaws, there are no acceptations to these rules.

Please enjoy your event and respect Our Rules, The Members, and The Staff of our Post.

CANCELLATION: In the event of cancellation of your rental, the "Non-Refundable" fee of **\$50.00** is automatically assessed. The Non-Refundable Deposit is the fee Post 163 would have paid the scheduled "Clean-Up person. The "Clean-Up/Non-Refundable Deposit" Fee is not negotiable.

If you need to cancel your event, we must have (2) two weeks notice prior to your event. A full refund of "payment to date", less the Non-Refundable Deposit, will be returned. Any cancellation shorter than (2) two weeks, will be assessed an additional fee of **\$50.00** only if you contracted a bartender in this agreement. This Penalty is the fee Post 163 would have paid the scheduled bartender.

- (1) **KITCHEN:** Kitchen Work/Prep Areas may be used, as well as the sinks for clean up and is included in the Rental FEE. In the event that Stoves, Dishwasher, Utensils, and Grill are needed for a function, an additional FEE of \$50.00 will be charged. Legion Post 163 shall have available a member to monitor the proper use of said equipment, and also monitor the Cleanliness of the kitchen during and after the event. Kitchen Clean Up is the responsibility of the renter. Hall Clean-Up is part of the Rental Fee, and is the responsibility of POST 163.
- (2) A **\$50.00 FEE** will be added as a penalty if the kitchen is not properly cleaned after use. This being whether Equipment is used or just the Prep Tables are used. All trash must be bagged and left in the kitchen area. Legion Post 163 will dispose of it.
- (3) **Political Event:** If the Hall is rented for a Political Event, All American Legion Flags, Banners, and any Logo representing the legion, will be removed so as not to infer that, American Legion, J.W. Mathers Jr. Post 163, supports the political event This being set forth by: The American Legion Constitutional Bylaws:

**ARTICLE II
NATURE**

Section 2. THE AMERICAN LEGION shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

- (4) **Credit Card:** Credit Cards will be processed at the bar with no processing fee.
- (5) At No Time will The American Legion, J.W. Mathers Jr., Post 163, Order, Purchase, Pick Up, or Deliver, supplies needed for your event. The Renter is solely responsible for providing all the foods, decorations, and any other items, for their event.
- (6) The Renter is responsible for the preparation of the food for the event. At no time will POST 163 take part in Food Preparation or Cooking for your event.
- (7) The Renter is responsible for removing all decorations, provided for the event, be removed before vacating the Hall.
- (8) At the time of signing, an agreed time will be discussed for Set-Up and Preparation of your event, to ensure you have access to the Hall and ample time before your event. If an earlier time is needed, contact your Legion Event Agent, from the provided business card provided or your agreement form.
- (9) The American Legion POST 163 Bylaws do not allow Outside Purchased Alcohol to be brought into POST 163, and covered in full under Florida State Laws, **Chapter 562 Governing Beverages**, deeming it unlawful. A Bar "Set-Up" can be purchased during your Reservation of the Hall. If a bartender is hired for your event, Bottled/Canned Beer and Standard "House" Alcohol will be used in the Event Area. Prices for beverages will be displayed at the bar station for your convenience. At No Time, are patrons attending your event, allowed to bring Alcoholic Beverages beyond the Rental Hall. This includes the Smoking Area, where you will see members who are patronizing the Lounge, are allowed to bring beverages to the Smoking Area, in special containers.
- (10) Rest Room entrances are located in the Hall, and event attendees do not have to enter the Post Lounge Area to access them.
- (11) POST 163 does not allow animals in the facility, with the exception of "Service Animals". Service Animal definition and eligibility, is cover under the Americans with Disabilities Act Requirements for Service Animals and **Florida Statute 413.08**.