



**AMERICAN LEGION J.W. MATHERS JR.
POST 163**

**1795 N. Harbor City Blvd.
Eau Gallie, FL 32935
321-259-7239**

In House Event Request Form

Group Submitting Request:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KITCHEN MANAGER: <input type="checkbox"/>
					BAR MANAGER: <input type="checkbox"/>
<i>*Please read guidelines at the bottom of this form.</i>					

Type/Name of Event: _____	Date of Event: _____
_____	Start Time: _____
_____	End Time: _____
Main Hall: <input type="checkbox"/> Auxiliary Hall: <input type="checkbox"/> <i>*Please Note GUIDELINES</i>	Open Date Checked: <input type="checkbox"/>
Legion 2 nd Vice: _____	Date: _____
Bar Manager: _____	Date: _____

Band Requested:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>*Hall checked for cleanliness after Event by Staff and 2nd Vice</i> STAFF: _____ Initial Satisfactory 2nd VICE: _____ Initial YES <input type="checkbox"/> NO <input type="checkbox"/>
Permit Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Kitchen Manager: _____	Date: _____
Menu Items Needed: YES <input type="checkbox"/> NO <input type="checkbox"/>	_____

Legion Family Representative, Please Sign Below to Acknowledge Date of Event. Event will be entered in "RED" pen on POST Calendar when ALL Legion Family Representatives have signed. A copy of this signed form will be sent to the Requesting Group once the date is posted on the Calendar.

Auxiliary: _____	Date: _____
Son's of American Legion: _____	Date: _____
Legion Riders: _____	Date: _____
Legion Commander: _____	Date: _____
Approved and Posted on Calendar <input type="checkbox"/>	Legion 2 nd Vice Commander: Sign only after <u>all</u> above is signed then Post
	Date: _____
Each Governing Group Must Sign, in order to be Approved. Incomplete Forms will not be approved.	

***GUIDELINES:** (\$50.00 "Clean-Up" Fee) - As the Requester for the use of a Hall, and Part of the POST 163 Legion Family, Your Group is responsible for "Clean-Up" after your Event, "Not The Staff."
 Clean-Up would include: Cleaning debris off the Tables, Wiping down the Tables with a Cleaning agent, Returning all the tables and chairs to their original positions in the Hall, Cleaning the Kitchen, Washing or Vacuuming the Hall Floor and any other area used during your function, Bagging and Disposing of Trash, and taking down any decorations. If the Hall is not in presentable condition after your event by following these guidelines, and the Staff has to tend to it, Your Group of The POST 163 Legion Family will be assessed a \$50.00 Fee. By signing this document, you understand and agree to adhere to these guidelines.
 (This is Non-Negotiable)