**AMERICAN LEGION POST 193 RENTAL AGREEMENT**

Name of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Number of Guests: \_\_\_\_\_\_\_\_\_ (Max of 149) Will alcohol be served? **\*** Yes \_\_\_\_\_ No\_\_\_\_\_\_\_

Set-Up Time: \_\_\_\_\_\_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Fee**:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning fee: $ \_\_\_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Minimum of $75)

Security Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BALANCE DUE (2 weeks prior) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*If beer and/or wine is being served, applicant must obtain special event insurance prior to event and provide certificate of insurance listing American Legion Post 193 (herein after referred to as the Post) and the Town as Chapin as insured, to the Post two weeks prior to event. This insurance is available through www.rvnuccio.com or local agents. The renter (applicant) hereby agrees to abide by the conditions of this contract with the Post and the attached rules and regulations. Beer and/or wine only.**

Should the applicant or any of his/her invitees or guests become hurt or injured on said premises due to the actions(s) or omissions(s) of action by any other invitee or guest, the Post or the Town are hereby relieved from any and all liability arising from any such incident. Should any action be brought against the Post or the Town, the applicant hereby agrees to hold the Post and Town harmless from any and all damages. The Post reserves the right to cancel this contract and the reservation for the use of the facility if it considers the proposed use of the facility objectionable or inappropriate.

Applicant(print and sign name):\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When the contract is signed and returned with deposit, a signed copy will be sent back to applicant.

Return contract to: Facility Manager, American Legion Post 193, PO Box 897, Chapin, SC 29036

**RULES AND REGULATIONS**

1. Applicant agrees to leave facility in same condition as it was found. The renter must clear all tables of debris, pick up all trash, remove decorations, and dispose of all food and trash off premises. All trash must be disposed by the applicant.

2. No beer kegs are allowed (bottles or canned beer only).

3. No candles may be used.

4. No propane gas tanks inside. If used, gas tanks must be used under the back shed.

5. No confetti, birdseed, silly string or glitter may be used.

6. If spills, food droppings or other similar incidents (Ex. Illness) occur, please clean it up immediately. Please do not wait until the end of the event. Any major incidents that cannot be handled easily and fully, or which leaves evidence behind should be reported immediately. Failure to do so may result in the Lessee being held financially responsible for its remedy after the fact.

7. Kitchen area - The stove, oven, and microwave are available for use. Note there are no refrigerators/freezers available for use. Remove all food and drink from the facility at the end of your event. Only experienced persons should attempt to use the appliances. Do not operate appliances if unsure how to use them properly.

8. No illegal drugs, gambling, illicit sexual activities, or other illegal activities are permitted anywhere on the property. The Post reserves the right to report any illegal behavior to the proper authorities with or without advance notice to Applicant.

9. No decorations, signs, banners, flyers, or other materials may be placed on the walls or ceilings if it covers or interferes with any Post items. Table decorations, balloons and free-standing displays are permitted.

10. Smoking or vaping inside the Post is prohibited.

11. No animals or pets other than service animals are permitted.

12. No removal of tables, chairs, furniture, or other equipment is allowed.

13. No glitter of any type.

14. The Post must be vacated by the agreed upon time of the event.

15. If having a caterer or renting equipment, i.e. popcorn or snow cone machines, it must be removed immediately after event.

16. Heating and A/C must be set back to original settings (68\*heat, 74\* A/C).

17. Applicant should inspect facility upon arrival and report any problems to personnel on site.

18. Table and chairs may be rearranged for your event; however, tables and chairs must be returned to their original positions at the completion of the event.

19. In the event Applicant encounters any situations or circumstances not specifically covered in this document, please contact personnel on site or call Dave Schimsa at (803) 960-8708.