



# HALL RENTAL AGREEMENT



HENRY J. SWEENEY POST #2  
251 Maple Street  
Manchester, NH 03103  
(603) 623-9145

Renter / Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Alternate Phone or Cell: \_\_\_\_\_

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

Rental Date: \_\_\_\_\_ Number to Attend: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

## RENTAL TERMS

1. Rental of the hall for a function where *alcohol* will be served, will require the use of the post bar and post bartenders. **All alcoholic beverages served, must be purchased from the Post.**  
Initial: \_\_\_\_\_
2. **No *alcoholic* beverages shall be consumed in the parking lot or taken outside the hall.**  
Initial: \_\_\_\_\_
3. Renters providing their own **non-alcoholic** beverages, will be assessed a **\$30.00 surcharge.**  
Initial: \_\_\_\_\_
4. **A deposit of \$100** will be required for rental of hall and is due at the time this Agreement is signed. This deposit **will not** be refunded if the function is cancelled, or if the balance due is not paid, within two (2) weeks of the function date.
5. A separate **SECURITY DEPOSIT of \$100** will also be required at the time this Agreement is signed. Renter will be responsible for any and all costs associated with repairing any damage done to Post caused by Renter. This **SECURITY DEPOSIT** will be used to offset the cost to repair any damage caused by Renter and Renter will be liable for any such costs that exceed the Security Deposit. The Security Deposit or balance thereof, will be refunded within two weeks following the event or if the event is cancelled.
6. All decorations and property of Sweeney Post must remain in place (not including tables and chairs).
7. **No decorations may be placed on the ceilings or walls.**  
Initial: \_\_\_\_\_
8. If renter intends to utilize the Post kitchen, there will be a charge for use of the kitchen. **Kitchen stoves CANNOT be used.** Renter is responsible for cleaning the kitchen and leaving it in the condition it was found. If cleaning is necessary, the cost of cleaning will be deducted from the

**Security Deposit. Kitchen supplies such as paper goods, condiments, utensils, etc. ARE NOT included and the cost of cleaning or replacing any such items found missing or used will be deducted from the Security Deposit.**

9. Rental of the hall must be approved by the Post Commander, the Jr. Vice Commander or an authorized designated person.

**HALL RENTAL RATES AND CHARGES**

<b>Rate Schedule</b>	<b>Member</b>	<b>Non-Member</b>
<b>Hall Rental</b>	\$300.00	\$450.00
<b>Kitchen use w/o Stove</b>	\$ 25.00	\$ 25.00
<b>Other Fees (if any)</b>	\$	\$

The agreed upon deposit and rental fees and charges are as follows:

Hall Rental Fee	_____
Other Fees (if any)	_____
Non-Alcoholic Beverage Surcharge	_____
Kitchen Use Fee	_____
<b>Total Amount Due</b>	_____
Less Deposit	_____ <b>\$100.00</b>
<b>Balance Due</b>	_____

The above **Balance Due** in the amount of \$\_\_\_\_\_, must be paid at least two (2) weeks prior to the event.

**Security Deposit of \$100 received**      Initial: \_\_\_\_\_ (Post Representative)

**Will Sweeney Post be providing food?**      Yes\_\_\_      No\_\_\_

If Sweeney Post will be providing food, the details will be outlined and agreed to separately.

**Renter agrees to hold and save harmless, Sweeney Post #2, American Legion, from and as to any and all claims, demands and liabilities arising out of or relating to any and all activities or rental and all persons employed by renter or in the hall at the invitation or by permission of the Renter.**

This Agreement is Accepted for Rental by:

_____	_____	_____
Print Name	Signature	Date

Accepted by Henry J. Sweeney Post #2  
(Post Commander – Jr. Vice Commander – or Designated Person)

_____	_____	_____
Print Name	Signature	Date