

AMERICAN LEGION POST 58
FREEDOM FARM HALL RESERVATION REQUEST

Date: _____

Estimated Number of People: _____

Person or Name of Organization responsible: _____

Address: _____

Phone Number(s): _____ Email Address: _____

Rental Date: _____ Projected Time In: _____ Projected Time Out: _____

Room Required (per day)	Cost	Amount Due
Main Hall (Less than 4 hrs)	\$100	
Main Hall (More than 4 hrs)	\$200	
Alcohol required? Yes No		
Private Bar (\$50 or 20% of prepaid, whichever is more)		
*Refundable deposit		\$100.00
Total Reservation Amount		
Reservation Deposit (50%)		-
Reservation amount remaining		

Check/Cash/Credit
Check # _____
Amount _____

A form is required for each rental date and a deposit of 50% is required to book a reservation. Reservation will not be booked until deposit amount is received. A confirmation will be sent by email upon receipt and acceptance of reservation request. **Rental fee MUST be paid in full within 30 days prior to the date of event being held.**

Written notification MUST be received within thirty (30) days of the event to cancel a reservation and receive a refund. A \$25.00 cancellation fee will be charged. A \$35.00 fee is charged for any returned check. *Checks or Money Orders should be made payable to "American Legion Post 58." Credit/debit cards are accepted but subject to a 4% service charge per transaction.

*The refundable deposit will be returned within 14 days if all conditions located in Table 1 on page 2 of this agreement are complied with and the premises are restored to their original condition without damage.

Phone: For questions or reservations, please call 618-539-6095 and leave a message.

Physical Address: 6355 Hilgard Memorial Drive, Freeburg, IL 62243

Mailing Address: P.O. Box 124, Belleville, IL 62222

Renter:

Signature

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Table 1 - Hall Rules:

1.	Renter will comply with the times and rental fees as set forth in the agreement. All rental fees will be for the agreed upon time and date only and are not transferable. All functions must cease and the rented area must be vacated, all personal property removed, and restored to original condition no later than 11:59 PM unless prior arrangements are made with the rental agent.
2.	American Legion Post 58 is NOT responsible for any injuries to any person or damage to any personal property due to theft, vandalism or Act of God in the building or on the premises during the time of rental. Renter hereby releases, acquits and forever discharges American Legion Post 58, its Officers, Trustees and Members, from any and all liability, without limitation, any and all property damage, personal injury, illness, death or anything resulting from or a result of the rental of said premises. Renter hereby agrees to indemnify, defend and hold harmless American Legion Post 58 against any such claims brought by any person or entity. American Legion Post 58 may require event insurance.
3.	Unless otherwise agreed upon, the Renter will remove or dispose of all personal property, food, decorations, and all other items brought onto the premises after the expiration of the rental agreement. In addition, Renter will sweep main hall and clean up any major spills.
4.	The Renter is responsible for setting up/returning tables and chairs. Tables and chairs are available for use as part of the rental cost within the hall premises only and may NOT be removed without permission from the hall manager. Unless otherwise agreed upon, the Renter will ensure that all tables and chairs used are cleaned and put away on their respective carts after use.
5.	The Renter may NOT use tape or nails of any kind on/in ANY walls, doors, décor, furniture or the Post's entrance sign. Renters are responsible for any damages to the premises, missing equipment or supplies, or any other damage due to vandalism, mischief or accident which occurs as a result of the event and are deemed the fault of a member(s) of the aforementioned group or their responsible individual.
6.	No outside beverages may be brought into Freedom Hall except coffee, tea or two special bottles of wine or champagne for the head table of a wedding reception or anniversary party. Alcohol/beverages MUST be purchased through American Legion Post 58 and payment MUST be made no later than three (3) weeks prior to the event and are an additional charge. A gratuity charge of 20% on preordered beverages or \$50.00, whichever is more, is added to all required bar services.
7.	American Legion Post 58 will not be responsible for storage of food or any equipment/supplies prior to the event and Renter is responsible for all preparation and storage of food prior to the event.
8.	An American Legion Post 58 representatives will be on the premises at all times during the rental period to ensure the rules and regulations are being observed. American Legion Post 58 representatives have the authority to terminate the rental at any time if the rules and regulations are not being adhered to, without reduction in rental paid or due.
9.	Air conditioning (A/C) and heating temperatures are preset and will be adjusted on a case by case basis. However, if Renter leaves any door open, A/C and heating will be turned off until doors are closed and remain closed.
10.	Violation of any of these rules may result in forfeiture of deposit. Initials: