

**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	
Bartender (if needed)	\$50	
Annex (Available w/hall rental only)	\$75	
Refundable Cleaning deposit	\$50	\$50.00
Total Reservation Amount		
Reservation Deposit (50%)		-
Reservation amount remaining		
Alcohol required	Yes ____	No ____

Check/Cash/Credit

Check # \_\_\_\_\_

Amount \_\_\_\_\_

I have been provided a Hall Information Sheet. \_\_\_\_\_

Initials

A form is required for each rental date and a deposit of 50% is required to book a reservation. The cleaning deposit will be returned within 7 days if premises are restored to original condition without damage and all conditions of this agreement are complied with. **Beer/ beverage arrangements MUST be made no later than three (3) weeks prior to the event and are an additional charge.**

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.

Renter:

\_\_\_\_\_  
Signature

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

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