



## The American Legion, Post 22

818 E. Saint Patrick Street, Rapid City, SD 57701

RENTAL CONTRACT: Effective as of July 1, 2019

Specify size of room to be rented:

\_\_\_\_\_ Lrg Rm: (150 person occupancy) = \$300 + \$25 cleaning fee + tax = **\$349.38**

\_\_\_\_\_ Small Rm: (50 person occupancy) = \$150 + \$25 cleaning fee + tax = **\$188.13**

\_\_\_\_\_ Both Rms: (200 person occupancy) = \$400 + \$40 cleaning fee + tax = **\$473**

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Date(s) reserved for event: \_\_\_\_\_

\_\_\_\_\_ Date(s) noted in reservation book: (bartender/manager initials \_\_\_\_\_)

Payment in full required when room reserved \*

\_\_\_\_\_ Check

\_\_\_\_\_ Cash

\_\_\_\_\_ Credit card\* – (**\*Required for all rentals even if paid in check or cash:** card will remain on file until completion of event to cover any damage/unpaid expenses)

Type: \_\_\_\_\_ # \_\_\_\_\_

\* Refund in full if cancelled 30 days prior to planned event. Written notice required.

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I, the undersigned agree to the following **rules** when renting a room from The American Legion Post 22, located at 818 E. Saint Patrick Street in Rapid City SD.

- I will be responsible for any damage to the rented space/equipment during my event. All renters will provide a credit card that can be charged to cover damages and unpaid expenses (as previously agreed to between Post 22 and renter).
- **I will not place tape of any kind or use staples/tacks/nails/screws on the walls or ceiling tiles while decorating for my event. Existing ceiling hooks**

**and hooks that fit between the ceiling tiles and their metal braces are allowed and should be removed when removing the decorations following the event.**

- Decorating the facility in advance of the event is allowed starting the morning of the event (arrangements can be made for entry into the facility prior to business hours). Special permission may be granted for "setup" the evening prior to the event if the room is not already rented (subject to change as rooms fill).
  - Neither I, nor my guests will bring in any outside beverages (alcoholic or non-alcoholic) into the facility. Exception: Water/Coffee/Punch provided by your caterer is allowed. All other beverages are available at the Legion bar.
  - I will check in with the bartender/bar manager **prior to "setting up"**.
  - No facility sound system or other audiovisual equipment is available/provided. You may hire your own band/DJ for your event.
  - Catering through the Legion Grill must be arranged separately.
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Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

X \_\_\_\_\_

(Customer/Renter signature)

\_\_\_\_\_

Date:

X \_\_\_\_\_

Printed Name

X \_\_\_\_\_

(AL Post 22 Bar Manager/Officer signature)

\_\_\_\_\_

Date:

X \_\_\_\_\_

Printed Name