



850 N. St. Vrain Ave.
PO Box 127
Estes Park, CO 80517
970-586-6118

Rental Application and Agreement

(Please print clearly)

1. Date Submitted: _____
2. Have you rented from us before? _____
If yes, please indicate date and name of the function: _____
If No. How did you hear about us? _____
3. Renter: _____
Contact person: _____
Address: _____
City/State: _____ Zip Code: _____
Phone (cell): _____ Phone (home/work): _____
Email: _____
4. Additional Contact Person: _____
Contact person: _____
Address: _____
City/State: _____ Zip Code: _____
Phone (cell): _____ Phone (home/work): _____
Email: _____
5. Renter is an _____ Individual _____ Organization – type: _____
6. Event Date(s) _____ Day(s) of the Week _____
7. Event Times (inclusive of setup and clean up): Setup _____ Start _____ End _____ Finish _____
8. Event description: _____
9. Event Attendance: _____ (Hall accommodates 100-120, tables and chairs available for 120 arranged without dance floor)

Rental Rates

Booking Fee: \$50 per event and is Non-refundable
Security Deposit: \$200 (refunded approximately 15 days after the event if there is no damage or additional cleaning required).
Cleaning fee: \$100, Non-refundable
Special Permit for Alcohol consumption if no member is available: \$50.00

Rates by Day of Week Non-Holiday

Monday through Thursday	Day Rate \$250.00 (4 Hours out by 4:00 PM)	Full Rate \$500.00 (day and evening)
Friday and Saturday	Full Rate \$750.00 (4 Hours, \$50.00 each additional hour)	
Sunday	Full Rate \$400.00 (4 Hours, \$50.00 each additional hour)	

Holiday Rates: Memorial Day, July 4, Day after Christmas, New Years - \$1200.00 (day and evening)

Members of the American Legion, Sons of the American Legion and American Legion Auxiliary receive a 15% discount off list price.

Full bar service, hosted and non-hosted, available. This is a private club and all persons consuming alcohol will be signed in by a member of the club. If a member will not be available to sign guests in the renter will be responsible for the cost of a Special Event Permit at \$50.00. The permit will be obtained by the Legion 40 days prior to the event and the fee will be paid to the American Legion with deposit and cleaning fee.

Linens: Tablecloths are available for rent. The fee is \$7.00 per cloth. Colors available are: White, Ivory, Black and Burgundy.

Commercial Grade Kitchen: Available for rental only with the rental of the hall. Kitchen use is for catered events only. Rental rates for commercial kitchen are: \$50/hour with a \$100.00 minimum. The security deposit applies to cleaning of the kitchen, also.

Confirmation

Your event will not be confirmed until the following fees are submitted:

Booking Fee (non-refundable) \$ 50.00
Cleaning Fee (non-refundable) \$ 100.00
Security Deposit: \$ 200.00

Please submit check in the amount of \$350.00 made payable to American Legion Post 119, if you require a special permit for alcohol consumption, include an additional \$50.00.

Legion Rules and Regulations

General Information

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the hall.

3. Applications and deposits for the hall will only be accepted by the American Legion Post 119's agent, Dottie Allen, Finance and Operations Manager at 850 N. St. Vrain Ave., Estes Park, CO 80517, by mail at PO Box 127, Estes Park, CO 80517 or email to EstesPost119@hotmail.com. Telephone 970-586-6118.
4. This application does not grant any rights to Applicant or authorize Applicant's use of the Hall until approved by two representatives of the Post. The American Legion reserves the right to refuse use of the Hall to any person or group.
5. A \$50 non-refundable Booking fee is required with this Application. The Booking Fee is in addition to and separate from the Hall rental fees, security deposit and cleaning fee.
6. The American Legion and Post 119 are not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the Post 119 property.
7. Individuals or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect and hold the American Legion Post 119 harmless from all claims and damages arising from their use of the Hall.
8. No animals, except service dogs, are allowed in the Hall facility.
9. No smoking or open flames are allowed in or around the Hall facility. Smoking is allowed in the Beer Garden in the front of the building.
10. The American Legion Post 119 reserves the right to require that security guards be present. Applicant may not store items in the hall prior to the event. Items left for more than 24 hours after an event will be considered abandoned and shall become the sole property of the Post, which will be free to dispose of any such items as it sees fit.
11. On the date of the event, the Hall will be opened and closed by a representative of Post 119. The Post representative shall have access to the facility at all times and shall not be excluded for any reason.
12. The Hall is located in the American Legion Post 119 building. Post 119 is a private club and members of the club shall have access to the building lounge area during the event.
13. Posters and any publicity must be approved by the Post in advance.
14. The Post staff may photograph or videotape all attendees, including minor children and the Post may use photographs or videotapes to promote American Legion programs. All photos or videotapes will be the property of the Post.
15. You may be asked to provide a quote for the Post website. The Post may list the name, event and state of residence along with photographs and quotes on the Post website. We will not use personal street addresses.
16. No alcohol may be brought into the club by the applicant or their guests. The Post reserves the right to shut down the event if this rule is broken, with no refund of fees.
17. The event time indicated on this rental agreement are the arrival and departure time and should include all room setup, decoration and cleanup time for the event. Applicants are expected to vacate the facility promptly by the time specified on the rental agreement. If applicant stays longer than the time specified in the rental agreement. All time is rounded to the nearest full hour.

Cancellation Policy

1. If the reservation is canceled less than 30 days in advance of the event date, the entire rental fee will be forfeited. If no rental fee has been paid, the cancellation fee shall be the amount of the security deposit and cleaning fee.
2. Cancellation of your reservation by the American Legion will occur if:
 - a. The application is found to contain false or misleading information.

- b. The proposed use would be detrimental to the health, safety, general welfare or efficient operation of the Hall or Legion Post.
 - c. Should any individual, group, member or guest willfully or through gross negligence, mistreat the staff, equipment facility, or violate state or local ordinance.
 - d. Failure to make rental payment within minimum times provided.
 - e. If applicant defaults on or has not completed all conditions and requirements for use of the facility
 - f. If the facility is needed for emergency use.
 - g. Circumstances arising from natural disasters, power outages, or other unusual situations.
3. The American Legion Post shall not be liable to Applicant for damages in excess of the Rental Amount for any cancellation or breach by the Post.

Fees

- 1. Reservation will not be confirmed until application fee, cleaning fee and security deposit are received.
- 2. No later than 30 days prior to your event:
 - a. Rental fees, security deposit and cleaning fee must be paid in full.
 - b. All permits, licenses and requests to have amplified sound must be submitted to the Post.
 - c. If these requirements are not met at least 30 days before your event, the Post reserves the right to cancel the reservation without refund of fees or deposits paid.

Cleaning

- 1. The Hall will be left as found. All decorations, food, and other property of the Applicant will be removed.
- 2. The Post will sweep and wet mop the floors as part of the rental fee. The Post will dispose of trash as part of the cleaning fee. Any cleaning required over and above that will be charged to the Applicant and deducted from the security deposit.
- 3. All belongings of the Applicant will be removed from the Post at the end of the event. There will be no storage in the Hall.

Accepted: _____ Date: _____

Applicant's Print Name _____

Accepted: _____ Date: _____

American Legion Representative

Accepted: _____ Date: _____

Second American Legion Representative