



**SPECIAL EVENTS CONTRACT/AGREEMENT  
(HOUSE RULES ATTACHED)**

DATE: \_\_\_\_\_ DAY: \_\_\_\_\_ TIME(beginning and ending) \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

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

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ #Guests: \_\_\_\_\_ Room: \_\_\_\_\_

Room(s) Charge: \$ \_\_\_\_\_ Kitchen use charge: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Menu: \_\_\_\_\_

Serving Time: \_\_\_\_\_ Food Charge: \$ \_\_\_\_\_

Table Service: Linen: \$ \_\_\_\_\_ Paper: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Total Charge: \$ \_\_\_\_\_

(A full service bar is available to serve guests during your event)

**SUMMARY OF CHARGES:**

Rooms: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Kitchen: \$ \_\_\_\_\_ Table Service (linen, etc.): \$ \_\_\_\_\_

Food: \$ \_\_\_\_\_ Other: \_\_\_\_\_ \$ \_\_\_\_\_

Beverages: \_\_\_\_\_ \$ \_\_\_\_\_

Gratuity: \$ \_\_\_\_\_ Cleaning deposit: \$ \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

Deposit received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Person receiving deposit: \_\_\_\_\_

The undersigned agrees to the terms and conditions contained in this contract/agreement and to abide by the attached House Rules with the American Legion Post 694

\_\_\_\_\_  
Contracting Party (print and sign)

\_\_\_\_\_  
Post Representative

Note: Legion membership, if any, must be active for a minimum of one year.

## HOUSE RULES FOR POST 694

1. **The renter is responsible for the conduct of all guests including children before, during and after the scheduled event while on Post 694 premises.** Post 694 reserves the right to stop any event, at any time, if the guests conduct result in a dangerous, hazardous or detrimental to Post 694, officers, members and their guests.
2. Authorized personnel with food handling, preparation and health and safety codes knowledge will be allowed to use Post 694 kitchen and equipment. (Post 694 is not responsible for any food left at the facility or food that might become spoiled due to guest poor packaging, handling and refrigeration.
3. **NO ALCHOLOCIC beverages shall be brought to Post 694 premises by any event guest or participants.**
4. Non-alcoholic and/or soft drinks will be subject to a “corkage fee” and may be permitted only when prior arrangements have been made with Post 694.
5. To assure you the best possible service for your event, we require a guaranteed number of guests to be in attendance at least seven (7) working days prior to the scheduled event. (Post 694 shall not be responsible to provide service to guests not listed in advance unless prior arrangements are made to that effect).
6. Post 694 shall NOT refund any monies deposited intended for food or beverages specially ordered for the scheduled event, unless a cancellation of said specially ordered beverages or food is made no less than seven (7) working days prior to the scheduled event.
7. American Legion Post 694 shall hold the organizers of individuals of the scheduled event responsible for defacing walls and floors, breakage, vandalism or pilferage of Post 694 property and the property of those who are officers of the Post, members and their guests. Damaged property will be billed at replacement cost and shall be paid upon presentation of an invoice or receipts. (Tables and chairs **MUST BE** picked up carefully moved to avoid scratching the floors and defacing the walls. Decorations on walls and ceiling must be adhered by a removable tape such as masking tape that can be easily removed without defacing the walls and ceilings). A cleaning/security deposit for any potential damage is required and will be completely refunded as long as the premise is left in the same condition as it was before the scheduled event.
8. The contents of this contract shall not be altered or changed unless said changes are approved by the event organizers or individuals and Post 694. Any alterations or changes shall be made not later than seven (7) working days prior to the scheduled event.
9. Renter must provide one uniformed licensed guard for every fifty (50) guests expected to attend the scheduled event.
10. **Music, loudspeakers and/or amplification devices must be turned off at 10 p.m., as per marina City Ordinance, 9.24.30, Paragraph A. Bands are limited to 5 members or less.**
11. Non-conformance of any of the above House rules will constitute the right to stop the event and all monies paid will be forfeited.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Event/Individual Organizer

\_\_\_\_\_  
Post 694 Representative