



**American Legion**  
**Lt. Fred H. Clark Post 91**  
 427 S. Main Street  
 Mechanicville, NY 12118  
 Phone: (518) 664-5333



## ***FACILITY RENTAL AGREEMENT***

Date of Event: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Starting Time of Event: \_\_\_\_\_ Ending Time of Event: \_\_\_\_\_

Member Responsible: \_\_\_\_\_ Booked By: \_\_\_\_\_

**The Member Responsible must be present for the DURATION OF THE EVENT to receive Member Pricing**

**POST MEMBER FEE - \$200.00**

**NON POST MEMBER FEE - \$300.00**

Banquet Hall: \_\_\_\_\_

Banquet Hall: \_\_\_\_\_

Pavilion: \_\_\_\_\_

Pavilion: \_\_\_\_\_

**Banquet Hall Rental is for 4 Hours Any additional time will be charged at \$25.00 per hour  
 All Pavilion Rentals must end no later than 9:00pm**

### **Bartender**

*If you choose to serve alcohol, a bartender is mandatory - **NO EXCEPTIONS**  
 \$50.00 for first 4 hours, \$5.00 for every additional hour*

(A) SUB-TOTAL - Facility Rental: \_\_\_\_\_

(B) SUB-TOTAL - Bartender: \_\_\_\_\_

(A+B=C) SUB-TOTAL: \_\_\_\_\_

(D) Less Deposit: \_\_\_\_\_

(C-D=E) SUB-TOTAL: \_\_\_\_\_

(F) Non Refundable Deposit If Event Is Canceled \$50.00 (REQUIRED): \_\_\_\_\_

(E) BALANCE DUE - On or Before Day of Event: \_\_\_\_\_

**WE DO NOT SUPPLY UTENSILS & ICE BRING YOUR OWN**

**YOU ARE NOT ALLOWED TO BRING ANY ALCOHOLIC BEVERAGES ON POST PROPERTY**

*I understand that by signing below that I acknowledge that no one in my party is allowed to bring any **ALCOHOLIC BEVERAGES** onto the Legion premises during this Event. If any one does, the Legion has the right to terminate the Event immediately without recourse. I also understand that the Legion abides by New York State Laws and does not condone anyone under the legal age of 21 to consume alcohol. If anyone underage is caught, the Event will be immediately terminated as well **NO EXCEPTIONS**. I understand the undersigned is the one responsible for the guests at my Event and their behavior while on Legion Property.*

## **Please Respect the Post**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date