

# Hill-Gazette Post 143

## American Legion

96 Churchill  
P.O. Box 214183  
Auburn Hills, MI 48321-4183



### About Us...

The American Legion Post #143 is a non-profit, veteran's organization which has space available for rent for many types of special Events. Our Facility has ample on-site parking. We are located just west of downtown Auburn Hills, minutes away from I-75, M-59, M-24, Woodward, and Telegraph.

Our Facility is ideal for special Events such as: birthday parties – baby and wedding showers – wedding receptions – anniversary parties – sweet 16 – family reunions – just to name a few. We look forward to working with you towards a successful, fun, and safe Event. Contact the American Legion Rental Chairman at (248) 852-4880 for additional rental information.

### Why choose American Legion Post #143...

Featuring neutral colors, the three available rooms may be decorated the way you like! Our Facility is designed for you to plan your Event according to your needs and budget.

The main hall features a raised stage and seats 138. There are 27 banquet style tables available which seats six (6) or eight (8) people. The bar area may seat 44 with seating for 48 in our third room. The bar area has four (4) square, wooden tables, each seating four (4) people.

### Event Fees...

- |          |  |
|----------|--|
| \$100.00 | <b>BOOKING FEE</b> – due when contract is signed. This fee is non-refundable; however, it can be transferred to another date in the same year. This amount will be deducted from the final balance due.  |
| \$500.00 | <b>HALL RENTAL FEE</b> – for use of Facility for seven (7) hours.  |
| \$ 90.00 | <b>BARTENDERS</b> – two (2) bartenders will be provided by the Facility.   |
| \$ 45.00 | <b>ICE, POP, AND MIX</b> – if provided by Facility.  |
| \$150.00 | <b>SECURITY DEPOSIT (paid by separate payment)</b> - Deposit will be returned to User after Facility has been inspected following Event and deemed free from any damage and clean. All decorations must be removed and placed in trash containers provided by Facility. Security Deposit will be returned within fourteen (14) days of Event. NOTE: if any damages are found or Facility is not properly cleaned, all or a portion of security deposit will be forfeited. Written notice will be sent to User. |

# Hill Gazette Post 143

American Legion

96 CHURCHILL ROAD  
P. O. BOX 214183  
AUBURN HILLS, MI 48321-4183



This lease agreement is between American Legion Post #143, now known as the Facility and the party listed below, now known as the User or Event.

### PLEASE PRINT CLEARLY

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ ALT PHONE \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_ EST NO OF GUESTS \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

### FEEES

_____ HALL RENTAL FEE	REC'D _____
_____ POP, MIX AND ICE	REC'D _____
_____ BARTENDERS (2)	REC'D _____
_____ SUB TOTAL	
_____ LESS: BOOKING FEE (NON REFUNDABLE)	REC'D _____
_____ BALANCE DUE – TWO (2) WEEKS PRIOR TO EVENT	REC'D _____
_____ SECURITY DEPOSIT (SEPARATE PAYMENT)	REC'D _____

# RENTAL TERMS AND POLICIES

## GENERAL TERMS

- ❖ It is agreed that the User shall have use of the upstairs rental portion of the American Legion Post #143 located at 96 Churchill, Auburn Hills MI.
- ❖ The rental portion shall consist of the main hall, stage, dining room, bar room, bathrooms and coat room. Kitchen area and equipment is not available.
- ❖ A Booking Fee of \$100.00 is due at the time contract is signed. This fee is non-refundable and will be deducted from cost of hall.
- ❖ The balance due on the contract, along with security deposit (made by separate payment) is due **14 DAYS PRIOR TO EVENT**. When paying by check, payment is payable to American Legion Post 143. Failure to make the final payment by due date may result in contract being terminated.
- ❖ Rental period for Event will be **NO LONGER** than seven (7) hours which includes one (1) hour at end of Event for clean up. **NO EXCEPTIONS!**
- ❖ Doors will open, to guests, 15 minutes prior to agreed upon beginning of Event.
- ❖ Facility reserves the right to have members present to assist User and protect interest of Facility. When necessary, these members will act as bartenders.
- ❖ Children, under 18 years of age, are not to be outside of building during Event without adult supervision.
- ❖ Occupancy limits, posted in each room, set by the Auburn Hills Fire Department **MUST** be observed during entire event.
- ❖ Facility is not responsible for any food provided by outside sources. Facility is unable to provide any utensils.
- ❖ Facility may not be used for individual or personal profit. User may not charge for admission, entertainment, food or beverages.
- ❖ Lights on west wall **MUST** be left on during entire Event.

## BAR POLICIES

- ❖ User or their guests shall not commit any illegal acts in or on the grounds of the Facility. These acts include, be are not limited to, (a) minors **WILL NOT** be served alcoholic beverages and (b) alcoholic beverages **ARE NOT** to be taken outside of the Facility.
- ❖ If a guest brings in alcohol it must be placed behind the bar and dispensed by a bartender. It cannot be at a table.
- ❖ The bar must close (last call) no later than midnight.
- ❖ For last call, each guest may be served no more than two (2) drinks each. Shots will not be served at last call.

## DECORATING POLICIES

- ❖ All decorations **MUST BE** approved by Rental Chairman four (4) weeks prior to Event.
- ❖ Absolutely **NO** tape or any other form of adhesive is to be used on floor.
- ❖ Desired placement and size of table sprinkles, confetti, etc. must be approved prior to Event.

## VENDOR POLICIES

- ❖ Vendors will be allowed in the Facility from 11:00 am to 3:00 pm on the day of the Event.
- ❖ If vendor exceeds the time allowed User will be charged at the rate of \$70.00 per hour which will be deducted from security deposit. If amount of security deposit is exceeded, time may be deducted from event.

**END OF EVENING POLICIES/PROCEDURES**

- ❖ Guests will have 15 minutes of Event time after bar closes (last call). This will be at beginning of 7<sup>th</sup> hour which will usually be at midnight.
- ❖ After the allotted time, all lights in main hall will be turned on and music MUST end.
- ❖ The User will then have 45 minutes to remove all food, decorations, put tables and chairs away and sweep floors in main hall, dining room and bar room.
- ❖ User is asked to assist bartenders in taking garbage to dumpster.
- ❖ User and all guests must be out of building by 1:00 am.

**GENERAL CONDITIONS**

- ❖ User will be responsible for any damage to the Facility and Grounds that may occur during Event. Damages may result in a forfeit of all or a portion of security deposit.
- ❖ Failure to observe ANY of the Terms, Policies and Conditions stated in this contract will result in a portion or full forfeit of security deposit.
- ❖ Security deposit will be returned to User within two (2) weeks following Event. Should it be necessary for all or a portion of the deposit to be forfeited, User will be notified in writing within two (2) weeks

By signing below I acknowledge that (a) I have reviewed all items in this contract with Rental Chairman and (b) that I have read, understand and agree to all Terms, Policies and Conditions as stated in this contract. I further understand and agree that should I fail to abide by **ANY ITEM**, during my Event, as stated in this contract my Event can be terminated immediately and all monies paid will be forfeited.

\_\_\_\_\_  
Printed Name of User

\_\_\_\_\_  
Signature of Rental Chairman

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date