



American Legion Towson Post #22  
125 York Road  
Towson, Maryland 21204  
(443) 823-0125  
rental@towsonamericanlegion.org  
www.towsonamericanlegion.org

### Venue Rental Prices – Grand Hall

**Non-refundable deposit of \$350.00** due at contact signing to lock in your event date. Deposit applied towards your total balance. Full balance due 2-weeks prior to the event date. No dates will be held without a signed contract and deposit. **No exceptions.**

### On-site Visits

**Open House Showcase - Tuesday's and Thursday's, 5pm to 8pm. No appointment necessary.**

### All rentals include:

4-hours for event time	Rectangle tables
2-hours for décor set-up	Round tables
1-hour for décor breakdown	Folding Chairs
A/V Sound & Video System	Trash Disposal
Table & Chair set-up / breakdown	On-site Security Personnel

### Capacity

- 350 people (subject to change based on Baltimore County capacity restrictions)

### Rental Fees

*\*Holiday weekend (Friday-Sunday) room rates incur an additional fee (see "Additional Fees" area).*

Monday – Thursday: \$1,750.00

Friday - Sunday: \$2,375.00

### **Beverage Package**

Alcoholic Beverages (optional): **ALL** alcohol **MUST** be purchased through our exclusive distributor, Wine & Spirits (Shawn Linthicum – 410-256-0005. Package includes cups, ice, and unlimited beverage service.

Soda (provided by Legion): *Mandatory with this room rental.*

Cost: \$2.00 per person (Coke, Diet Coke, Fanta Orange, Seagram's Ginger Ale, Sweet Iced Tea, Sparkling Water, and a water dispenser)

**Additional fees may apply:** Please read our Venue Rental Terms and Conditions for more details.

<b>COVID-19 CDC Contact Tracing Cleaning &amp; Disinfecting</b> Mandatory for all events. Venue will continue COVID-19 disinfecting. If restrictions lift prior to the event date, a credit will be applied.	<b>\$75.00 / per event</b>
<b>Holiday Rental Rate</b> Events booked on holidays falling on a weekend, Friday – Sunday, is subjected to an additional fee.	<b>\$350.00 / flat rate</b>
<b>Extra Event Hour(s)</b> Events are held between the hours of 7pm-1am (Friday’s), 8am-1am (Saturday’s) and 8am-8pm (Friday’s).	<b>\$350.00 / per hour</b>
<b>Event Attendant(s)</b> - Mandatory for all events.  <div>Under 100 guests: 1-attendant 100 – 199 guests: 2-attendants 200-299 guests: 3-attendants 300-350 guests: 4-attendants</div>  *Crab Feasts and Bull Roasts with <b>100 or more</b> guests will have 4-attendants assigned at \$300.00	<div><b>\$75.00</b></div> <div><b>\$150.00</b></div> <div><b>\$225.00</b></div> <div><b>\$300.00</b></div>
<b>Kitchen Usage Fee (partially refundable)</b> Access and use of the kitchen incurs a fee that is 50% refundable if the kitchen is cleaned and returned to its original state.	<b>\$100.00</b>
<b>ServSafe Food Handlers Certification (www.servsafe.com)</b> <b>ALL</b> caterers/ food service teams <b>MUST</b> provide a ServSafe Food Handlers Certification at least 2-weeks prior to the event. Renters can obtain the certification online for \$15.00 at www.servsafe.com. The holder of the certificate <b>MUST</b> be onsite the entire time. If the renter doesn’t provide certification \$75.00 will be charged to the contract and must be paid upon arrival at the venue. The American Legion Towson Post #22 can/will provide a certified individual on-site for a nominal fee of \$75.00.	<b>\$75.00/ per event (optional)</b>
<b>Crowd Manager Control Certification (www.crowdmanagers.com)</b> Certification is required if alcohol is on-site. Due at least 2-weeks prior to the event. Renters can obtain the certification online for \$19.95 at www.crowdmanagers.com. The holder of the certificate <b>MUST</b> be onsite the entire time. If the renter doesn’t provide certification, the American Legion Towson Post #22 can/will provide a certified individual on-site for a fee of \$75.00.  If you are a non-profit organization and it is a ticketed event, a 1-day liquor license and Gathering Permit are required. License must be obtained at the Board of Liquor License Commissioners for Baltimore County or see venue for paperwork. Copies of the event flyer, caterer license (if applicable), and liquor license due 2-weeks prior.	<b>\$75.00 / per event (optional)</b>
<b>Audio / Video (A/V) Usage Fee</b> Rental of the 75” monitor is allowed for slideshows, presentations, and logos. Renter is advised to test equipment at least 1-week prior to event date. Laptop, tablet, and/or USB plug needed. HDMI cord and other connectors not included.	<b>\$75.00 / per event (optional)</b>