



The AMERICAN LEGION
 JOHN P. HAND Post 250
 P.O. Box 685
 Louisburg, KS 66053



HALL USE AGREEMENT FOR NON-MEMBERS

American Legion Post 250 does hereby agree to loan the use of Legion Hall at 403 S. 9th Street to:

Name _____ Home Phone _____ Work Phone _____

Address _____ City _____

On _____
 (DAY AND DATE OF EVENT)

The above named individual hereby agrees to the following terms and conditions:

1. A \$400.00 donation which includes a \$100.00 refundable security/damage deposit upon completion of the event with zero damage to hall or equipment. The remaining \$300.00 is non-refundable and will be used to cover expenses and normal clean-up. An additional fee will be charged for clean-up if the hall or the outside area are left excessively dirty and/or littered.
2. User will be responsible for all damages to premises or equipment. In the event of damage, an estimate will be obtained and the user will pay the amount of the estimate.
3. User will be responsible for all guests attending the event.
4. All alcoholic beverages will be supplied by the user and MUST bear the Kansas state liquor stamp/seal. The user must abide by, and obey all city, county, and state laws governing the premises.
5. NO ONE under the age of twenty-one(21) will be served or allowed to consume alcoholic beverages of any kind in the hall or on the Legion grounds.
6. Music MUST end not later than 1:00AM; the building vacated not later than 2:00AM..
7. Table decorations are allowed, however, no decorations of any kind will be attached to the walls, lights, or ceiling. No birdseed, rice, or confetti will be allowed in the hall or on the grounds.
8. The maximum capacity of the hall is 200 and WILL NOT be exceeded.
9. The premises will not be used for any illegal/unlawful purpose. The utmost care will be taken to insure these requirements are met.
10. User will remove all of their equipment: electronic, karaoke, sound, etc. from the hall at the conclusion of the event.
11. The American Legion reserves the right to inspect the premises at any time during the event.
12. If this agreement is cancelled a minimum of thirty (30) days prior to the event, the entire deposit is refundable.
13. Bartenders may be hired through the American Legion at the rate of \$10.00 per hour.

THE AMERICAN LEGION WILL NOT BE RESPONSIBLE FOR ANY INJURIES RESULTING FROM ACCIDENTS OCCURRING DURING OR RESULTING FROM THE EVENT.

THE AMERICAN LEGION WILL NOT BE RESPONSIBLE FOR DAMAGE TO OR LOSS OF ANY NON-LEGION EQUIPMENT LEFT IN THE BUILDING OR ON THE GROUNDS AFTER THE EVENT IS OVER.

I HAVE READ AND DO HEREBY AGREE TO THE TERMS AND CONDITIONS FOR THE USE OF THE HALL:

 (SIGNATURE AND DATE)

American Legion Representative _____

 (SIGNATURE AND DATE)