



TYBEE ISLAND AMERICAN LEGION POST 154

10 Veterans Drive, Mailing Address: PO Box 1225, Tybee Island, GA 31328 - (912) 786-5356

HALL RENTAL APPLICATION

Name of Renter: _____

Home Address: _____

Daytime Phone: (____) _____ - _____ Email: _____

Date needed: _____ Description of Event: _____

Number of People: _____ (193 maximum per Fire Marshall)

Bartender needed in hall: ____ Yes (\$75.00 fee) ____ No ____ Cash Bar ____ Open Bar

Renter/person in charge must be available at setup and attend the event. On the day of the event you have full use of the hall between the hours of 8 AM until midnight. Kitchen is for food prep and reheating which includes the designated refrigerator, microwave, and convection oven. **All other kitchen equipment is not allowed for use.**

Kitchen must be cleaned & trash taken out to the dumpster in the parking lot.

FEES:

a. \$275 nonrefundable deposit paid at time of booking and signing of contract INITIAL: _____

b. \$600 hall rental fee due ninety (90) days prior to the event INITIAL: _____

c. \$75 bartender fee due ninety (90) days prior to the event INITIAL: _____

CANCELLATION POLICY: If the event is cancelled within 59 days or less of the event, only the hall rental (\$600) and the bartender fee will be refunded; the \$275.00 deposit is non-refundable. All monies refunded if cancelled before 59 days.

INITIAL: _____

NO outside alcohol is allowed on the property including the parking lot. For champagne or specialty beverages, it can be ordered for the event with a 20% mark up. For an open bar, a bartender gratuity of 15% will be added to the final bill.

INITIAL: _____

It is understood and agreed that the renter shall be responsible and liable for any and all damages caused by any guests/employees to the interior and/or exterior of the building or furnishings during the use of the hall.

Nothing may be removed from the hall walls, stage, or ceiling for decorating.

No fireworks or sparklers. Lit/flame candles must be in glass containers for safety concerns. INITIAL: _____

I have read the above contract and will abide by the rules. I hereby certify that I am of legal age and authorized to sign this contract.

SIGNATURE: _____

DATE: _____

WAIVER OF LIABILITY: In consideration of the right to use the American Legion hall, applicant, applicant's family, heirs, successors, representatives and/or assigns do hereby release, forever discharge, and agree to hold harmless American Legion Post 154, its officers, agents, employees, or representatives from any and all claims, demands, causes of action or suits of whatsoever kind or nature as a result of injuries or damages arising directly or indirectly from the use of the facilities or activities conducted herein, except for claims based on the sole of willful negligence or misconduct on the part of the Legion or its agents.

SIGNATURE: _____

DATE: _____