



Cary American Legion Post 67
8523 Chapel Hill Road, Cary, NC 27511
Website: *www.alncpost67.org*
Email back to: **CaryPost67.rental@gmail.com**

Application for rental of the Legion Hall

This application is to be completed by the individual representing the organization/group requesting use of the building. The person signing this form is the designated *responsible individual* and will be held liable for all payments and fees and deposits for use of the building and for any damages that occur during its use. The *responsible individual* must comply with the all guidelines for the use of the Legion Hall.

Today's date: _____

Date(s) and time(s) for event: _____

Estimated number of adults: _____ Number Under 21: _____

Name of person and title requesting use: _____

Address: _____ Contact number: _____

Email: _____ Post 67 Member? Yes ___ No ___

Purpose/type of organization/group: _____

Name of responsible individual: _____

Contact information for responsible individual: _____

_____ Phone: _____

Will tables and chairs be used? Yes _____ No _____

Will food be consumed? Yes _____ No _____ If yes will it be catered or potluck style?

_____ Will the kitchen be needed? Yes _____ No _____

Alcohol is not allowed at any time when minors are present.

Beer and Wine is permitted by the *responsible individual* who by signing the rental agreement accepts all damage costs to the building and property caused by their guests, both intentional and unintendedly.

Building Use Fees

The standard rental fee is \$50.00 per hour of usage. This includes setting up and clean up. A standard deposit of \$150.00 is held until the building has been inspected by a member of the Post and determined there is or is not any damage. If all cleared a full refund of the deposit is made.

There is a four (4) hour minimum for use of the Hall.

Rental fee and deposit is payable at the time the Building rentals agreement is signed and **payment must be in cash**.

Cancellations anytime up to 72 hours prior to event will receive a full refund. Thereafter the deposit will be forfeited.

Failure to clean the Hall immediately after the event will result in loss of a portion or all of the deposit.

A meeting must take place between the *responsible individual* and the post rental officer to go over the process and sign the agreement at the Post building.

SUGGESTIONS: Bring disposal dinner plates, cutlery, cups, napkins, and tablecloths to fit 6- and 8-foot tables. Also, bring ice for cold drinks and coffee pots for hot drinks. Hall clean up must be done immediately following the event and that includes the parking area both in front and back of the building. There will be no allowance to clean up on the next day.

Your application will be reviewed, and you will receive a phone call or email to set up a meeting.

Thank you for supporting the Cary American Legion Post 67.

Return application to Rental Officer Cary American Legion Post 67 at:

Carypost67.rental@gmail.com