

AMERICAN LEGION POST 594 BALLROOM RENTAL AGREEMENT

Agreement made on _____, 20____, by and between Post 594 and _____, Post 594 agrees to make available the use of the Ballroom located at 1523 Moody Rd, Warner Robins Ga 31088 with the following terms and conditions.

Date of Event: _____

Type of Event: _____

Set-up starting at: _____

Event starting at: _____

Event ending at: _____

Clean-up ending at: _____

Total Hours: _____

Number expected: _____

Client Name: _____,

Client Address : _____,

Client Phone: _____, Client Email: _____.

- A signed contract and date-hold deposit of \$100.00 is due on day of booking.
- The balance of your space rental fee is due thirty (30) days prior to your event.

Cancellation: Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled 30 days prior to an event, as your agreement to rent Post 594 may cause the loss of additional bookings or business. If circumstances beyond the control of Post 594 force us to cancel your reservation, Post 594 will refund all sums paid. If the full rental payment is not received 30 days prior to your event, Post 594 reserves the right to cancel your reservation without a deposit refund.

Payments should be made to American Legion Post 594, in state Checks and all major credit cards are accepted. A CREDIT CARD AUTHORIZATION FORM is located on the last page (#4) of this contract.

Client Initials: _____ **Date:** _____

Rental Rates

BALLROOM RENTAL

- _____ Member \$500.00
- _____ Non Member \$700
- _____ Min of 2 security personnel are required for each event, more may be required depending on size of event.
- _____ Bartender \$50.00 each

TOTAL EVENT FEE: _____

DEPOSIT DUE: _____

Client Initials: _____ Date: _____

Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Post 594 maintained and a safe location for future use.

Deposit/Rental Fees:

- *A signed contract and date-hold deposit of \$100.00 is due on day of booking.*
- *The balance of your space rental fee is due thirty (30) days prior to your event.*
- *A cleaning deposit of \$100.00 is required for all events. If Building is cleaned and restored to its original state cleaning deposit will be refunded.*

Client Initials: _____ Date: _____

Catering, Cleaning, Trash and Equipment Removal:

Studio Cellar will be in a clean condition prior to your event. Upon additional planning with Studio Cellar, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found, unless payment for clean-up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by Studio Cellar.

Site Decoration:

Studio Cellar wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of Studio Cellar assist with rearranging and move any furnishings, including artwork, lighting, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged.

City, County, State and Federal Laws:

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone’s safety, to ensure alcoholic beverages are consumed in a responsible manner. Studio Cellar reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Studio Cellar or the safety of its staff, guests, or building contents.

Liability:

Renter agrees to indemnify, defend, and hold Studio Cellar LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Studio Cellar LLC.

Conduct:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Post 594 staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Client Initials: _____ **Date:** _____

Post 594 requires a credit card to be on file during the entirety of your event.

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Liability:

Renter agrees to indemnify, defend, and hold Post 594, its landlord, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental of our facilities.

Conduct:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Post 594 staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Client Initials: _____ **Date:** _____

Studio Cellar requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize Post 594 to make a debit(s) to your credit card listed below. Once complete, please email to turnerraganpost594@gmail.com.

By signing this form you give Post 594 permission to debit your account as indicated below.

This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Post 594 to immediately charge my credit account a date-hold deposit in the amount of \$100.00 of my total rental fee. Note: date-hold deposits are non-refundable.

This payment is for my event on (date) _____.

Please note that the space rental fees balance will also be charged to this card thirty (30) days prior to your event.

If you would like to use an alternative payment method (check, additional credit card, cash) for the remaining space rental fees and balance please specify exact intent and instructions here.

_____.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: _____ Billing Phone: _____
City, State, Zip: _____ Email: _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name: _____

Account Number: _____

Expiration Date: _____ (MM/YYYY)

CVV2 Number: _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

I authorize Post 594 to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature: _____ **Date:** _____