

**GEORGE F. JOHNSON AMERICAN LEGION - POST 1700
FACILITY RESERVATIONS AND REGULATIONS**

NAME: _____ **PHONE #** _____
DATE: _____ **FUNCTION:** _____ **REF. ID#** _____

The following regulations are to ensure that ABC, IRS and Post regulations are not violated.

1. Smoking is NOT permitted inside the building.
2. Smoking is permitted outside the building and in the pavilion area. Use butt receptacles.
3. All alcoholic beverages must be purchased from the Post.
4. Any alcoholic beverages not consumed can not be taken at the end of the affair.
5. No alcoholic beverages are allowed outside the building except on the deck ONLY.
6. All food brought in is the responsibility of the renter.
7. All supplies brought in are the responsibility of the renter.
8. The renter is responsible for all guests and their behavior.
9. Children must be supervised at all times.
10. Persons under the age of 21 are not allowed to consume alcoholic beverages.
11. No alcoholic beverages will be allowed to leave the bar area during children's parties, including high school graduation parties.
12. Stag or bachelor parties are not permitted.
13. Music inside the building must be over by 11:00 P.M.
14. All decoration plans must be submitted and approved by the building manager.
 - **RESTRICTIONS:** No decorations are allowed on the walls. Decorations can be hung from the ceiling using existing hooks or they can be placed on the tables. Absolutely no tape or tacks on any surface including the walls and floor. No "confetti" allowed. Do not remove pictures of flags.
15. No party will consist of more than 100 guests.
16. Checks for must be made out to "Square Deal Homeowners Inc". **Credit Cards not accepted.**
 - You must be an American Legion member. Hall rental is \$150 for Post 1700 legion members*, \$200 for legion members from other Posts. (* includes Post 1700 ALR members from other posts.
 - Kitchen rental is an additional \$50.
 - A \$100 deposit is required which includes a \$50 cleaning deposit. If you leave the post as you found it, the cleaning deposit will be refunded. The hall and kitchen must be inspected by the bartender or house manager before departure.
 - No refunds on cancellations received less than 30 days prior to the event.
 - Any and all damages must be reimbursed by the renter.
 - An additional bartender is required for all parties where alcohol is served. An additional fee for the added bar tender is \$10 an hour.
 - A Caterer is permitted at an additional cost of \$100; use of the kitchen is permitted.
17. We will provide WASHABLE dishes and utensils in the kitchen. Do not use our disposable plates and utensils.
18. Legal Hall people capacity 103; Pavilion capacity 120. Not to be exceeded.

DISCLAIMER:

The George F. Johnson American Legion Post 1700, its Board of Directors, Officers, Members, Auxiliary, Sons or Dads and/or American Legion Riders incur no liability, whether individually or as a group, for this event. This includes no responsibility for personal items that are damaged, lost, misplaced or stolen.

I ACCEPT FULL RESPONSIBILITY AND LIABILITY FOR THE ABOVE:

MEMBER/RENTER'S SIGNATURE: _____ DATE: _____