

American Legion Post 5 / 3810 West Kenney Blvd  
 Tampa, Florida 33609 HRS: MON WEDS FRI 11 A.M.-4 P.M.  
 PHONE (813) 870-0505

WEEK DAY \_\_\_\_\_ MONTH \_\_\_\_\_ DATE \_\_\_\_\_ YR \_\_\_\_\_

**HALL RENTAL AGREEMENT**

This Rental Agreement, along with addendum, is between **The American Legion USS Tampa Post 5**, known as "OWNER" (authorized representatives are known as "AGENT") and the person whose signature appears below, known as the "RENTER", for use solely as a private rental, the premises located at **3810 West Kennedy Boulevard** in the city of Tampa, Florida. **RENTER ACCEPTS RESPONSIBILITY FOR THE ACTIONS OF GUESTS.**

Set Up Time \_\_\_\_\_ am/pm Start Time \_\_\_\_\_ am/pm Ending Time \_\_\_\_\_ am/pm.

This rental is for the purpose of \_\_\_\_\_.

Hall and Facility Options	Usage	Time	Rate	Totals
Fixed hourly rate		Hours	\$200.00	\$
10% Military /LEO /EMT (Proof Required to be on File)		Hours		\$
TPD Security (Required for Friday and Saturday Nights)		Hours	\$50.00	\$
Auxiliary room use		Fixed Charge	\$100.00	\$
Sanitization Fee (Required)		Fixed Charge	\$150.00	\$150.00
			PRE-TAX TOTAL	\$
FLORIDA SALES TAX			7.5%	\$
(Exemption letter required to be on file)			TOTAL WITH TAX	\$
SECURITY DEPOSIT (REFUNDABLE)			\$500.00	\$500.00
			TOTAL DUE	\$
Minimum of Security Deposit to be held			DOWN PAYMENT	\$

FINAL DUE DATE (30 days prior to event) \_\_\_\_/\_\_\_\_/\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_

The Renter is allowed 2 free hours of set-up time immediately prior to the rental event. Any additional time is charged at the regular hourly rate. The property must be vacated and ready for lock up at the "Ending Time" of the event as indicated on this contract. Any time past the "Ending Time" will be billed at \$50 per 10 minutes over that allotted time (rounded to the nearest 10 minutes as determined by the agent). Garbage must be emptied, all areas and tables cleared of decorations, all food disposed of. Any violations of the contract or addendum (rules) by the RENTER, guest or staff, will result in forfeiture from the Security Deposit. In addition, the RENTER assumes sole responsibility for repair of any damage resulting from actions of the RENTER, guests, or staff.

The security deposit is payable upon execution of this contract which will hold the rental date. Cancellation with full refund and deposit if more than 60 days prior to event. Cancellation within 60 to 30 days of event revokes security deposit. Full payment due at least 30 days prior to rental and nonpayment will be considered cancellation of contract and revocation of all prior payments including security deposit. Notifications of cancellation within 30 days or less prior to rental date will result in a charge of the hourly rate of the rental contract, a refund will be issued for the security deposit, Sanitation Fee, Security Costs, and Auxiliary Room Fee collected. Notification of cancellation within 48 hours of the start time or not showing for the date for the rental contract will result in the full charge of the rental contract with refund of only the security deposit (Renters that do not show after 30 minutes of rental start time without any notification will be considered a no-show cancellation). The AGENT will coordinate security, if required. If the Tampa Police Department Off Duty are unable to find coverage for the event the fee collected for this service will be refunded.

Printed Name (RENTER): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment #2 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ New Balance: \$ \_\_\_\_\_

Payment #3 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ New Balance: \$ \_\_\_\_\_

Payment #4 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ New Balance: \$ \_\_\_\_\_

Cancellation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: RENTER or OWNER Reason: \_\_\_\_\_

Refund Date: : \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Reason Held: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_ By renting the Legion Hall, you and your organization understand and acknowledge the following:

1. The Security Deposit must be paid upon signing of this contract.
2. Any additional payments will reduce the balance due, and the Renter will be provided with a receipt.
3. Any extra set up/decorating beyond the 2 free hours will be charged the regular hourly rate.
4. The hall must be vacated at the end time of the rental period / this includes party planners.
5. Renter agrees to follow maximum capacity set and posted by Fire Marshal.
6. Renter agrees not to exceed noise level set by EPC of Hillsborough County.
7. During the event all doors must remain unlocked and cannot be blocked at any time/hallway also.
8. Round tables, 8 ft and 6 ft rectangle tables and padded chairs are available for use.
9. The Renter is responsible for any damage that occurs to tables or chairs during the event.
10. Security fee refund will be mailed to the address on the contract.
11. Undeliverable refund checks will only be reissued after the check is returned by USPS.

\_\_\_\_\_ Renter assumes Responsibility for Conduct of Guests and Event Staff:

1. No behavior that would reflect negatively on the American Legion will be allowed.
2. No alcohol or food will be permitted outside the building (Example: in the parking lot or in front of the building).
3. No congregating in the parking lot is allowed.
4. No smoking or vaping in the building. No selling alcohol directly or indirectly (Example free with a purchase).
5. No drugs allowed on the premises.
6. Will follow all laws and regulations.
7. Accept the amount due (if any) on the Inspection and Damages form costs filled out and assessed by the agent after the rental.
8. Cemetery grounds are off limits and trespassers will be prosecuted.
9. At the end of the contracted time the hall must be returned to the same condition prior to use.
10. Renter is solely responsible for repairs or damages resulting from actions of guests and staff.
11. Any violations of the contract or addendum rules will result in forfeiture of my security fee.
12. All individuals, food and equipment must be out of the hall by the end time of the contract.
13. Any time over the contract end time charges will be forfeited from the security fee or will be charged to the renter if over the security fee.

\_\_\_\_\_ Decorations Limitations:

1. Nothing may be attached to the fans, including balloons and streamers.
2. Nothing, including decorations may be tacked or taped to the walls or floor.
3. No candles, fireworks or flammable decorations allowed.
4. Battery operated lighting is allowed.
5. All balloons must be popped and placed in garbage bags at the end of the event.
6. All decorations, food, cups and trash must be placed in garbage bags and set outside of the hall.

\_\_\_\_\_ Kitchen:

1. Warming of food may only be used, by ordinance, no cooking is allowed.
2. The microwave, ice machine, large glass door refrigerator, sink and counter space are available for use but must be cleaned at the end of the event.
3. All food items must be removed from the kitchen area at the end of the event.

RENTER (PLEASE PRINT) \_\_\_\_\_

RENTER (PLEASE SIGN) \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_