

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" 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 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		Hour(s)	\$130.00	\$
10% Military /LEO /EMT COPY OF DD-214 OR ID MUST BE ON FILE AT SIGNING				\$
Auxiliary room use		Fixed Charge	\$70.00	\$
Sanitization Fee (Required)		Fixed Charge	\$100.00	\$100.00
			PRE TAX TOTAL	\$
FLORIDA SALES TAX (exemption letter required to be on file)			7.5%	\$
SECURITY DEPOSIT (REFUNDABLE)			\$200.00	\$ 200.00
			TOTAL DUE	\$
Minimum \$200 Security Deposit to hold			DOWN PAYMENT	\$

FINAL DUE DATE (14 days prior to event) ____ / ____ / ____ BALANCE DUE \$ _____

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 \$10 per 5 minutes over that allotted time. 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 of the Security Deposit. In addition, the RENTER assumes sole responsibility for repair of any damage resulting from actions of the RENTER, guests or staff.

\$200.00 deposit is payable upon execution of this contract which will hold the rental date. Deposit will be refunded if RENTER cancels the event and notifies the OWNER at least 30 days prior to event date. Full payment of the balance owed is due no less than 14 days prior to the rental date. CHARGE CARDS ARE NOT ACCEPTED. Please have the exact amount when paying full rental.

Printed Name of Responsible Party (RENTER): _____

Address: _____ CITY _____ STATE _____ ZIP CODE _____

Phone: _____

Owner Signature _____ Date: ____ / ____ / 2023

Renter Signature _____ Date: ____ / ____ / 2023

PAYMENT #2 DATE _____ AMOUNT _____ NEW BALANCE _____

PAYMENT #3 DATE _____ AMOUNT _____ NEW BALANCE _____

PAYMENT #4 DATE _____ AMOUNT _____ NEW BALANCE _____

DEP REFUND: DATE _____ AMOUNT _____ REASON HELD _____ CHECK # _____

Initials

HALL RENTAL AGREEMENT ADDENDUM - RULES

_____ By renting the Legion hall, you and your organization understand and acknowledge the following:

1. \$200.00 Security Deposit must be paid upon signing of this contract
2. Any additional payments will reduce the balance due and Renter will be provided 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 ending 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. Renter is responsible for any damage that occurs to tables or chairs during the event
10. Any and every change to the event date will result in a \$25 fee
11. Security fee refund will be mailed to the address on the contract
12. 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 consumed in the parking lot
3. No congregating in the parking lot is allowed
4. No smoking in the building and no selling of alcoholic drinks or beverages is allowed
5. Cemetery grounds are off limit and trespassers will be prosecuted
6. At the end of the contracted time the hall must be returned to the same condition prior to use
7. Renter is solely responsible for repairs or damages resulting from actions of guests and staff.
8. Any violations of the contract or addendum rules will result in forfeiture of my security fee
9. All individuals, food and equipment must be out of the hall by the end time of the contract.
10. Any time over the contract end time incurs a charge of \$10.00 every 5 minutes and will be forfeited from 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. The oven may only be used for warming, 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 ____/____/ 2023

WITNESS SIGNATURE _____ DATE ____/____/ 2023