



Post #36 Corporation  
25 Industrial Park Dr  
Boothbay, ME 04537  
207.633.4487

## Contract and Rules for Use of the Post 36 Hall

Renter: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

1. Hall rent is for this event is \$400 which includes all facilities, except the kitchen grill. Use of the grill is an additional \$100. Burners and ovens are not available during this time frame. Users are fully responsible for leaving the facilities in the condition in which they were found.
2. The Hall has a security system requiring a Legion member to open and close the facility for the renter. The renter will be responsible for calling the Legion point of contact for the event to have the Hall secured before you depart.
3. Use of the building is limited to the main function room, rest rooms, and front rear and side entrances. The front two rooms are not included in the rental.
4. A joint inspection by Post and renter representatives of the facility will be held prior to the event.
5. If set up is required before the event, arrangements must be made with the Post to ensure there will not be any conflicts.
6. If the entertainment system is to be used, the system will need to be explained during the pre-event meeting.
7. Multiple day events may be eligible for a discount rental rate. For Saturday events, if Friday is needed to set up, a \$100 fee to reserve the Hall starting at noon.
8. Anyone using the building is responsible and liable for any damage to the building or Legion property.
9. No pictures, flags or other permanent fixtures or decoration are to be removed without prior arrangement.
10. All added decorations are to be removed, table tops cleared and cleaned (cleaning materials provided), and trash put into bags and placed in the dumpster.
11. **No fastening devices such as tape, nails, screws or bolts are to be put into the walls,** ceiling or floor. The renter will be responsible for the cost of repairs or removal of marks left on the walls, floor, or ceiling.
12. There is a hanging rail around the perimeter of the Hall for hanging any decorations.
13. The floors are to be swept after the event, but only mopped if spills occur. If clean-up mopping is required, only use water, no chemicals are to be used on the floor.
14. All tables must be cleaned and sanitized after use. Cleaning materials are available.
15. Turn off all lights, kitchen equipment, and fans.
16. This is a smoke-free building. No smoking is allowed in the building at any time. All cigarette butts are to be cleaned up on the Legion property.
17. Clean-up may be required immediately following any Friday night functions, as the building must be ready for use early Saturday morning. Clean-up may be requested for the following day

but approval will depend on whether there are any schedule conflicts. There may be an extra charge.

18. The Hall has radiant heating. The appropriate heating temperature must be set at least 6 to 12 hours before the event. The renter must make arrangements with the Post to set the temperature if required before the day of the Hall rental.

It is required that any function at which it is intended to serve alcoholic beverages (but not sell) requires a Certificate of Insurance from their homeowners or business policy. Any Caterer of the function must have a liquor license. Individuals selling liquor should get a 2-day liquor liability policy from their agent. The required insurance would cover your liability in the event there is an alcohol related incident.

I have read and understand these rules and agree to adhere to all provisions

Name of Organization or Party: \_\_\_\_\_

Reason for Use of Building: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cathy Moroney (985) 237-4696; [cmoroney96@gmail.com](mailto:cmoroney96@gmail.com)

David Patch (207) 751-5672; [dapatch66@gmail.com](mailto:dapatch66@gmail.com)

\_\_\_\_\_ \$400 Hall Rental

\_\_\_\_\_ \$100 Kitchen Usage

\_\_\_\_\_ \$100 Deposit (Will be returned after hall is left in clean condition)

(Note, \$100 deposit must be submitted with completed form to hold the event on the calendar, the balance can be paid the week before the event)

Renter Post Point of Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date of Receipt of Hold Fee: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Checks should be made out to: Post 36 Corporation

Mailed to:

|                                                          |
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| Post 36 Corporation<br>PO Box 9<br>Boothbay, Maine 04537 |
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