Gordon M. Crothers Post 15
The American Legion · Dade City, Florida



1927–2027
100 Years of Our Historic Post Home
Serving Veterans and Our Community Since 1919

Rental Agreement

Event Date:_____ Application Date:_____

Applicant Information

Name:_____ Phone Number:_____

Address:_____

Type of Activity:_____

Start Time:_____ End Time:_____ Total Hours:_____

Estimated Number of Attendees:_____

Cost Breakdown

Description	Rate / Fee	Quantity	Amount
First Four Hours:	$50.00 per hour,	four-hour minimum	$200.00
Each Additional Hour:	$75.00	Number of additional hours_____	$_____
Refundable Security Deposit:	$200.00		$200.00
Bartender:	$50.00		$_____
Kitchen: Yes / No	$_____		$_____
Total Rental Cost:	**(excluding security deposit)**		**$_____**
Balance Due:	**(including unpaid security deposit)**		**$_____**

This Rental Agreement ("Agreement") is entered into by and between American Legion Post 15 ("Post") and the undersigned renter ("Renter").

1. **EVENT HOURS**

The rental period includes ***all time needed for setup, the event itself, and cleanup***. Renters may not enter the premises before the agreed-upon start time. All activities, including cleanup, must be completed, and the premises vacated, by the agreed-upon end time.

2. **RESPONSIBILITY FOR PREMISES**

The Renter accepts full responsibility for the premises during the rental period and agrees to ensure that all guests comply with Post rules and applicable laws. The Renter is financially responsible for any damage to the building, grounds, equipment, or furnishings caused during the rental period.

3. **CLEANING REQUIREMENTS**

The Renter agrees to return the facility to its original condition, including:

- Removal and proper disposal of all trash and litter.
- Cleaning of all used areas (floors, tables, kitchen, and restrooms, as applicable).
- Removal of all decorations and personal items.

Failure to properly clean the premises may result in additional fees and/or forfeiture of the security deposit.

4. **DECORATIONS AND FACILITY USE**

- The use of staples, nails, tacks, tape that damages surfaces, or picture hooks is strictly prohibited.
- No alterations to the facility are permitted.
- All decorations must be freestanding or approved in advance by Post management.

5. **ALCOHOL AND COMPLIANCE**

All alcohol service and consumption must comply with Post policies and all applicable local, state, and federal laws. The Renter acknowledges that the facility operates as a members-and-guests-only establishment and agrees to comply with all related requirements.

6. **CONDUCT AND LIABILITY**

The Renter agrees to:

- Maintain orderly conduct of all guests.
- Prevent illegal activity on the premises.
- Comply with all noise ordinances and community standards.

The Post reserves the right to terminate the event if these conditions are violated, without refund.

7. **SECURITY DEPOSIT AND FEES**

A security deposit of $200.00 is required and will be refunded after inspection of the premises, provided no damage or violations have occurred. The cost of repairing any damage or performing excessive cleaning will be deducted from the security deposit.

8. **INDEMNIFICATION**

The Renter agrees to indemnify and hold harmless the Post, its officers, and members from any claims, damages, or liabilities arising from the use of the facility during the rental period.

9. **AGREEMENT ACKNOWLEDGMENT**

By signing below, the Renter acknowledges that they have read, understand, and agree to abide by all terms and conditions of this Agreement.

Renter Name (Printed): _____ Signature: _____

Date: _____ Phone Number: _____

Post Representative: _____ Signature: _____

Date: _____

AMERICAN LEGION POST 15 – FACILITY CONDITION CHECKLIST

(Required for Security Deposit Return)

Event Date: _____ Renter Name: _____

PRE-EVENT INSPECTION (Complete with Post Representative)	**POST-EVENT CLEANUP AND INSPECTION**
Floors: ☐ Good ☐ Needs Attention Notes:	All trash removed: ☐ Yes ☐ No
Tables and Chairs: ☐ Good ☐ Needs Attention Notes:	Floors cleaned (swept/mopped): ☐ Yes ☐ No
Restrooms: ☐ Good ☐ Needs Attention Notes:	Tables and chairs cleaned and returned: ☐ Yes ☐ No
Kitchen (if used): ☐ Good ☐ Needs Attention Notes:	Restrooms clean: ☐ Yes ☐ No
Bar Area: ☐ Good ☐ Needs Attention Notes:	Kitchen cleaned (if used): ☐ Yes ☐ No
Trash Receptacles: ☐ Good ☐ Needs Attention Notes:	Decorations removed: ☐ Yes ☐ No
Walls and Ceilings: ☐ Good ☐ Needs Attention Notes:	No damage to walls and fixtures: ☐ Yes ☐ No
Outdoor Grounds: ☐ Good ☐ Needs Attention Notes:	Outdoor area cleaned: ☐ Yes ☐ No
Renter Initials: _____ Post Representative Initials: _____	Renter Initials: _____ Post Representative Initials: _____

DAMAGE / ADDITIONAL CLEANING

Description:

_____

_____

Estimated Cost: $_____

DEPOSIT DISPOSITION

☐ Full Deposit Returned

☐ Partial Refund: $_____

☐ Deposit Withheld

Reason:

_____

Deposit Returned Date: _____

Renter Signature: _____ Date: _____

Post Representative: _____ Date: _____