



American Legion
Remington Post 247
 11420 James Madison Highway
 Remington, VA 22734

Remington Post 247 Hall Rental Contract

Organization/Application Information

Organization/Applicant	
Point of Contact	
Address	
City/State/Zip	
E-Mail Address	
Primary Phone Number	
Secondary Phone Number	

Rental Information

Event Date(s)	
Event Description	
Event Setup Date/Time	
Event Start Time	
Event End Date/Time	
Estimated Attendance	

Post 247 Use Only

Fee Calculations			Payment Detail and Deposit Refund			
Room Rate/HR	Amt	Fee Total	Payment Received	Amount		
Minimum Rental	1	\$50.00		Date		
Additional Hours			Method of Payment	Cash	Check	MO
Security Deposit	N/A		Driver's License State/#			
Kitchen Use		N/A				
Total Fees Due			Security Deposit Refund	Amount		
				Date		
				Check#		

Contract Agreement and Confirmation

The Parties agree that this Agreement contains the entire understanding between them and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them, except as contained herein. This Agreement cancels, annuls, and invalidates any and all prior agreements between Parties, whether verbal or written, regarding the rental of the Hall. This Agreement may not be assigned or transferred without the express written consent of the American Legion Post 247. This Agreement may not be modified or amended except through an express written agreement signed by the Parties.

Applicant Printed Name

Post 247 Rep Printed Name

Signature of Applicant

Date

Post 247 Representative

Date

Terms and Conditions of Rental Contract

1. All payments must be made by check, cash, or money order. Returned checks are subject to a charge of \$35.00 plus all legal costs of collection. Security Deposit is required at the time of contract completion to reserve the Hall. Full payment must be received 7 calendar days in advance of the event.
2. There is a one (1) hour minimum rental requirement for meetings and two (2) hour minimum rental requirement for parties/events. Rental dates must be scheduled 14 calendar days in advance of requested dates unless waived by the Post 247 representative.
3. The minimum security deposit required will be \$100.00. The security deposit will be forfeited if the event is not cancelled within 7 calendar days of the event.
4. Driver's license information for the person signing the contract is required for verification purposes.
5. Hall may be decorated up to 24 hours prior to event, as long as the Hall is not being used for another function the day prior. All decorations must be removed at conclusion of event. A limited number of decorations may be attached to the walls. Only use non-stick BLUE masking tape for table settings and for all other decorations may be used throughout the Hall (DO NOT USE STAPLES, TACKS, or SCOTCH TAPE AS THEY WILL DAMAGE THE WALLS AND FURNITURE).
6. No candles or open flames are permitted inside the Hall at any time. Fireworks or pyrotechnics are not permitted on any part of the property at any time. Smoking is prohibited inside the Hall at all times. Smoking is permitted outdoors and proper disposal of smoking material will be in approved containers only.
7. A cleaning fee of \$100.00 will be assessed if more than routine cleaning is required by American Legion staff. Hall clean-up is the responsibility of the Renting Party and will consist of: return tables and chairs to the location where they were found; tables, covers, and chairs will be wiped clean; Hall and bathroom floors will be swept clean and all food/beverage spills will be cleaned up of all residue; all trash cans will be emptied and new liners installed; parking area and other outside areas will be cleaned of any litter. All food brought by the Renting Party will be removed from the premises at the conclusion of the event.
8. In order to have alcohol at events, the Renting Party must provide a copy of a valid Virginia ABC Banquet License and proof of insurance. The Renting Party is also required to coordinate with and pay the Fauquier County Sheriff to have two uniformed deputies at any event where alcohol is served.
 - a. Virginia ABC Banquet Licenses may be procured online if applied for 14 calendar days before the event. Rules and online processing of requests may be made at: <https://www.abc.virginia.gov/licenses/get-a-license/banquet#/Downloads>.
 - b. Virginia ABC Banquet Licenses may be procured in person at a Regional ABC office 10 calendar days before the event. Rules and forms may be found at: <https://www.abc.virginia.gov/licenses/get-a-license/banquet#/Downloads>.
9. Events are subject to noise complaints after 11:00 PM regarding loud noises coming from outside the building. All outside events must end before 11:00 PM and noise levels of inside events must be reduced after 11:00 PM.
10. All exit doors will be unlocked and must remain accessible at all times during an event.
11. Maximum capacity for the Hall is 100 and may not be exceeded at any time.
12. Only members of any recognized American Legion, Sons of the American Legion (S.A.L.) or Auxiliary are allowed in the main meeting room and this may not be used for any other purpose. The use of this space is not included in this Hall Rental Agreement.
13. Items owned by the post (disposable paper products, utensils, etc.) are not to be used by the Renting Party. Unauthorized use of said materials will result in appropriate costs being withheld from your security deposit.
14. The Renting Party is responsible and agrees to pay the American Legion for any and all damage to the hall that arises from or is related to the rental of the hall. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property or asset owned by the American Legion. Security deposit is 100% refundable if no damage occurs.
15. The American Legion and Renting Party will inspect the Hall and its equipment and ensure the same is in proper condition for the Renting Party's use during the rental period.
16. Parking is available on the premises. Post 247 assumes no responsibility for any vehicle parked on Post 247 property or any other property in order to attend events held at the Hall.
17. The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose. The consumption or possession of illegal drugs, non-drug items, or drug paraphernalia is prohibited at all times on any part of the property. Possession of firearms within the Hall is prohibited unless specifically authorized by law and approved by the Post Representative and expressly prohibited when alcohol is served.
18. The Renting Party shall indemnify, defend, and hold harmless the American Legion, its Post Officers, and Post Members against any and all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the Renting Party's rental of the Hall.
19. The Renting Party shall coordinate with the Post Representative to arrange setup time and closing time. The Post Representative may be on the premises at any time during the rental period.

By initialing this page I accept the above terms and conditions for rental of this facility.

Applicant

Date