Four Hour or Not For Profit Rental Contract

1. This agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ between American Legion Goochland Post 215, Inc. (Post) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Renter)for exclusive use of the Post building located at 3386 River Road West, Goochland, Virginia 23063. The rental will include the main assembly hall, conference room, restrooms, and kitchen. Rental will be on \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ from 8:00 am to \_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Type of Event |  |
| Full Name of Renter |  |
| Address |  |
| City/State/Zip |  |
| Phone Number |  |
| Email |  |
| Do you want your event posted on outdoor sign? If yes, what is the wording? |  |

1. Post and Renter hereby agree to the following:
   1. Rental Fee: The rental fee for one day is $175 plus a security deposit of $50 for a total of $225 is required to reserve the hall. The security deposit is forfeited if there are damages, the Post Building is left uncleaned and requires more than routine cleaning of 1 to 2 hours, alcohol bottles are found when ABC license was not obtained. Renter agrees to be responsible for payment of the damages in excess of the security deposit within three days of receipt of an invoice detailing said damages. Rental check of $225 made payable to American Legion Goochland Post 215, Inc. must be submitted via mail to Rental Officer Robert Hammond, 1990 Strawberry Run, Crozier, VA 23039 or submitted in person. Contact information for Rental Officer Hammond is (804) 380-7699, [rentalofficer@goochlandlegion.org](mailto:rentalofficer@goochlandlegion.org).
   2. Early Entrance: In the event Renter desires entry into the building the day prior to the event in order to setup; the Renter may do so only if there are no rentals the day before. The Renter may enter the building at 5:00 pm and must exit the building by 11:00 pm.
   3. Refund of Security Deposit: The security deposit is returned to Renter after Post Building is inspected for cleanliness and damages upon conclusion of the event.
   4. Cancellation Policy: In the event of cancellation, a $50 service charge will be deducted from the security deposit. Renter agrees that, in the case of cancellation of the event, Renter shall notify Rental Officer at least 30 days in advance of the event date. If the cancellation occurs less than 30 days of the date of the event, the rental fee shall be forfeited.
   5. Access to Post Building: The electronic key code is the last four digits of Renter’s phone number listed on page 1 of this contract.
2. Contract Terms and Conditions: Post hereby enters into this contract with Renter for use of Post Building to include the main assembly hall, conference room, restrooms, and kitchen. Renter agrees to the following terms and conditions:
   1. Post shall assess an additional $35 fee if Renter’s check is returned by the bank.
   2. Post reserves the right to have a representative present during any function or event in the building.
   3. Renter certifies that the rental for the date specified is for Renter’s personal use. Renter agrees not to sublet the Post Building to any individual, corporation, entity or organization.
   4. Renter is responsible for compliance with this Contract’s Terms and Conditions.
   5. There is no smoking inside Post Building.
   6. Alcoholic beverages are allowed for the event once Renter obtains a “One Day Banquet License” from the ABC Board. A copy of the license must be emailed to Rental Officer no less than one week before the event is scheduled to be held. The license must be displayed where the alcoholic beverages are being served. ABC Laws only allow alcohol to be consumed inside the building and only by a person of drinking age.
   7. Renter is responsible for the conduct and behavior of their guests.
   8. Decorations or materials cannot be attached to the walls or ceilings with thumb tacks or scotch tape. Renter may use quick release tape as to not damage paint.
   9. Goochland County Zoning requires the function to cease at 11:00 pm and the premises vacated no later than midnight.
   10. While the kitchen is available for catering purposes, the range is for warming only. The Building Use Permit issued by Goochland County does not allow cooking.
   11. As part of the security deposit, the Post Building must be left in the condition it was found to include a clean kitchen, broom swept floor, decorations removed, trash placed in outside receptacle cans, spills cleaned, lights turned off, doors locked. The thermostats need to be set at 80 degrees in the Spring/Summer months and 55 degrees in the Fall/Winter months.
3. Renter and all event/function participants, jointly and severally, agree to indemnify and hold harmless Post and all the respective officers, members, and agents for any claims, including acts of God, causes of actions or losses resulting to any person, firm, corporation or entity that may be injured or whose property may be damaged by the negligent, intentional or unintentional acts committed by Renter or any of Renter’s guests or participants.
4. It is required by Post the Renter purchase a one-day event policy to cover their event at Post Building. Post needs to be added to this one-day policy as “additionally insured: party. A copy of the policy must be emailed to Rental Officer no less than one week before the event is scheduled to be held. Failure to do so will cause the rental to be forfeited and the contract declared invalid.

Renter:

|  |  |
| --- | --- |
| Accepted By |  |
| Printed Name and Date |  |

Post:

|  |  |
| --- | --- |
| Accepted By |  |
| Position, Printed Name, and Date |  |

For Post Use Only:

|  |  |
| --- | --- |
| Contract Received |  |
| Deposit Received |  |
| ABC License Received |  |
| Insurance Received |  |
| Security Deposit Returned |  |