

DAVIS-SIKES AMERICAN LEGION POST 296
311 MAIN STREET, DESTIN, FL. 32541

**BANQUET HALL RENTAL AGREEMENT
(Non-Member)**

RENTER'S NAME _____

ADDRESS _____

TELEPHONE _____ CAN THIS NUMBER RECEIVE TEXTS _____

DATE & TIME OF EVENT _____

TYPE OF EVENT _____

COSTS: BANQUET HALL \$450 FOR 4 HOURS \$50 FOR EACH ADDITIONAL HOUR _____

BAR SERVICE \$100 FOR 4 HOURS \$20 FOR EACH ADDITIONAL HOUR _____

(Set Up/Stocking Charge – Not a Gratuity/Service Tip for Bartender)

BARTENDER GRATUITY OF 20% ADDED TO OPEN BAR SALES

BANQUET HALL DRINK LIST (FOR PREFERRED BEVERAGES

COMPLETE ATTACHED LIST

TABLECLOTHS

_____ \$100 _____

DATE/TIME TO DECORATE

_____ / _____ From _____ Til _____

SECURITY/CLEANING DEPOSIT DUE AT SIGNING

_____ \$250 _____

TOTAL

\$ _____ DEPOSIT RECEIVED ON _____ PAYMENT IN FULL IS DUE NO LATER THAN

CATERING AND ENTERTAINMENT ARE THE SOLE RESPONSIBILITY OF THE RENTER.

The Security Deposit will “hold” the room, but the balance must be paid by the date above. If final payment is not received at least 14 days prior to event date, the event will be cancelled & no refunds made. **All alcohol must be purchased directly from the post & any special order (champagne, etc) MUST be ordered and paid for in advance. NO ALCOHOL MAY BE BROUGHT IN NOR TAKEN OUT OF THE POST. If a violation is observed the Post reserves the right to shut down the party with ZERO refunds. STATE LAW!**

Signature of person renting the hall

Executive Committee Member

Please sign both copies. Retain one for you records. Send full payment with the second copy to:

American Legion Post 296
311 Main Street
Destin, FL 32541

Thank you for considering Davis-Sikes American Legion Post 296 for your event. The following information is provided to help you understand our policies.

DECORATIONS: Decorating may be done on the day of the event any time after 1PM. You may decorate the day before the event if the room is available at that time. If you choose a time other than the day of the event, this must be coordinated with a Post 296 officer. No decorations are to be pinned or taped to the walls. You may hang decorations from the ceiling vents with paper clips or tape. All decorations and accumulated trash must be removed no later than 12 hours after the event.

Clean Up: All trash must be put in dumpster behind post. Food or drink spills must be wiped up. If decorator is tearing down, the contract signer must be present. The cleaning deposit will be returned once the post representative determines the rules have been upheld.

Point of Contact: The person who signs the rental agreement is the contact for the Post Officers. Any questions or concerns will be discussed with the signer only.

The maximum capacity allowable by law is 120 people including all staff & guests.

Tablecloths: If you pay for the use of our tablecloths, please leave them on the tables at the end of the event. We will gather them & inspect for damage. \$62 will be charged for each tablecloth deemed unserviceable.

Beverages: A list of beverages normally carried by Post 296, is attached. If you would like other items, requests must be made no less than 3 weeks prior to the event date. To properly stock the banquet room bar, please make us aware of your preferences from our inventory. All alcohol must be purchased directly from the post. It is vital all attendees understand *no alcohol may be brought in or taken out of the post.* This is a Florida State Law & is non-negotiable. If the policy is violated, the event will be terminated with no refund of any fees.

The person renting the room & all guests will **not hold** the American Legion Post 296, Destin, responsible for any negligence on the part of the renter or any of their guests.

Fighting or illegal activities are prohibited. All event attendees should park in the back of the property.

Destin Code states quiet hours after 11pm.

Post 296 is a **NON-SMOKING** facility. There is a covered area outside for smoking.

We will work with you to make your event successful. Please understand this building is our Post Home. We ask you to respect our property and rules