



ST. PETER AMERICAN LEGION HALL/KITCHEN AGREEMENT:

All rental fees are to be paid in advance. Hall rental during normal business hours: \$100 for small group/partial hall; \$150 for entire hall. Members receive a \$50 discount. Non-profit rentals are free but will need to have damage deposit on file. Any hours outside of normal business hours incur an additional \$45/hour for staffing and cleaning in addition to the rental fee. Use of kitchen is available for an extra fee, based on intent of use.

Your reservation will NOT be held until your rental fee has been paid. Should you have a change of plan, a **7 Day Cancellation Notice** is required for a refund of your rental fee.

A \$250 security deposit will be required and will be returned to you after the kitchen and dining room have been inspected by the manager and found to be in satisfactory condition.

- Dining Hall: All tables and cupboards in the Dining Room need to be wiped clean with proper cleaning product. Chairs/highchairs need to be wiped down and returned where they were stored.
- All surfaces (counter tops, stove, carts, etc.) must be wiped clean and all utensils or other equipment used shall be cleaned and returned to their proper place.
- **Absolutely no tape:** No tape is to be used on the walls in the hall area. You can bring an easel for the display.
- All garbage bags are to be securely closed after you have combined garbage to make as few bags as possible. Garbage must be taken out through the east side of the kitchen and put into the dumpster. Take all empty boxes or containers with you.
- Sweep the floor. Wipe up and clean the spills.
- Be sure to read and understand the operation of the Dishwasher before you attempt to use it. If you have questions, please ask the staff.

- Absolutely **NO LEFTOVERS ARE TO BE LEFT IN THE REFRIGERATOR/FREEZER.** Bring your own containers for leftovers and take them with you.
- Coffee makers are to be taken to the kitchen to be cleaned inside with hot soapy water, rinsed well, dried and returned to the area found. Coffee grounds are to be disposed of in the garbage. **DO NOT IMMERGE COFFEE SERVERS OR COVERS IN WATER.** Simply rinse and return to the stored area.
- Be sure to turn off all burners, fryers, fans, dishwasher & lights before leaving. Check to be sure the refrigerator/freezer doors are tightly closed.
- Hang wet laundry to dry. Do not put wet towels in laundry bin.
- **** THE RENTER IS RESPONSIBLE FOR DAMAGES INCURRED IN THE RENTAL SPACE**

I have read, understood, and agreed to the above rules and regulations.

Signature of Renter

Internal Use:

Kitchen/Dining Room Inspection done, and deposit refund is:

- 1- Approved Full Refund ____
- 2- Approved Partial Refund ____
- 3- No Refund Approved ____

Reason if less than full refund:

Staff/Manager Signature

Date deposit returned