

Auburn Post NO. 20 Home Association

7 Legion Way Cranston, RI 02910

(401) 461-8954

WEB: www.auburnpost.org Email: rentals@auburnpost.org

RENTAL AGREEMENT

(Name of individual and / or * Organization Renting Hall) Date _____

(Address) (City) (State) (Zip)

Date of Birth: _____ State _____ Drivers License No. _____

Cell Phone: _____

Please answer the following questions:

Is there a charge for admission Yes ___ No ___

Any Music (live band/ DJ) Yes ___ No ___

Will drinks be served Yes ___ No ___

No hard Liquor allowed

(Limit of 5 cases of beer and 6 liters of wine allowed in hall.)

*****NO CHAMPAGNE CAN BE SERVED*****

NO LIQUOR CAN BE SOLD!!

NO SMOKING INSIDE OF BUILDING.

NO ADMISSION FEE

NO CONFETTI INSIDE OR OUTSIDE BUILDING

NO CHEWING GUN/BUBBLE GUM CAN BE SERVED

NO LOITERING OR DRINKING OUTSIDE OF BUILDING

NO OBSCENE ACTIONS IN OR OUTSIDE OF BUILDING

ALL DOORS MUST REMAIN CLOSED DURING RENTAL

NO MUSIC PAST 10:00 PM (D.J. must comply with city noise ordinance)

DJ/ Band Equipment ENTRY THROUGH STAGE DOOR ONLY

Our Neighbors and Members monitor this hall. If we receive a complaint call, an officer will be sent to investigate and shut down event if required. The following activities will take place during this rental:

Type of Event: _____

Special Conditions: Using Hand Cart to Move Chairs FREE!!!

If you or your guests decide to Carry, Drag, Push, or Slide the Stacked Chairs you will be charged a handling fee of \$400.00. Most groups use the Free Hand Cart.

PAY BALANCE AND PICK UP KEY 9:00 AM - 9:30 AM MORNING OF RENTAL

I have read and agree with and the rules for renting this hall. If any violations of the terms of this rental agreement, or attached House Rules, are committed by myself, or anyone in my group, I understand I will be held liable for damages. Failure to move chairs using hand carts is considered damage. Please do not carry, drag, push, slide stacked chairs across floor. Your damage deposit will be held by the Post until the Saturday following this rental, and refunded, if there are no violations during this rental period. I understand, **My Damage Deposit will not be returned** and the Post will take necessary action to collect for any damages in excess of this security deposit. **This Rental Agreement and the House Rules constitute the contract.**

Signature of Individual renting hall

Signature of Post No 20 Rental Agent

* Organizations Renting Hall must provide a copy of their Liability Insurance Certificate.

Rental Day: SATURDAY

Rental Date: _____ / _____ / 2018

Time In: _____ AM PM

Time Out: _____ AM PM

**No Music past 10 PM
No party past 10:00 PM**

Number of People attending: 100 Max.

Rental Fee: (8 hours) \$ 375.00

Damage Deposit: + \$ 400.00

Total: = \$ 775.00

Less Deposit: - \$ 200.00

Balance Due = \$ 575.00

(Cash only on day of rental to get key)

Amount refunded \$ _____

Received by: _____

* If No, or if only partial reimbursement attach copy of report.

Canceled Date \$200.00

Credit Card Fee for deposit only \$5.00

Lost Key Charge \$45.00

Return Check Fee \$35.00

Auburn Post No. 20
Home Association
HOUSE RULES

- _____ 1. **NO SMOKING** (This building is a smoke free building)
- _____ 2. No Parking on lawn, sidewalk, or street (city ordinance). Plenty of free parking across the street.
- _____ 3. Night Rentals: **Your event must end by 10:00 PM**, and leave premises no later than 10:30 p.m.
- _____ 4. All tables must be clean when returned to storage area. Additional cleaning fee will be charged if dirty.
- _____ 5. Security Deposit will be returned on the Saturday following your rental, as long as you and your group follow the House Rules and Rental Agreement. **Deposits will not be mailed!**
- _____ 6. No congregating outside the building with loud talk or noise. (This is a residential Neighborhood)
- _____ 7. Nothing may be attached, nailed, stapled, or hot glued to walls, ceiling, etc. without permission of House Committee, nails driven into building will cost renter full damage deposit. Any approved attachments Must be removed completely when leaving.
- _____ 8. Tenants may remain in building Only during the time specified on their Rental Agreement.
- _____ 9. Turn off all lights, close and lock doors before exiting building.
- _____ 10. Doors and Windows must remain closed, **DO NOT USE CHAIRS TO HOLD OPEN DOORS!**
- _____ 11. Tenants will be charged for any expense incurred due to neglect, i.e. garbage, cans, cigaret butts, paper found around building and its grounds.
- _____ 12. Leave building and grounds in same condition in which you received it.
- _____ 13. **Trash**, We have a dumpster on driveway side of building for trash. All garbage must be placed in plastic bags before being placed in dumpster at end of rental. We will supply you with trash bags and trash barrels. If dumpster is full, bagged trash must be placed in trash barrels next to dumpster. (Do not place bags on ground outside of building)
- _____ 14. **No Loud Music** (D.J.'s etc) will be allowed! You must maintain a low noise level, if music can be heard from out side of building it is up to you to see that it is turned down to a level acceptable to the neighbors, immediately! REQUIRED BY CITY OF CRANSTON NOISE ORDINANCE
- _____ 15. **DJ's equipment must be brought in and out using the stage door.**
If DJ's equipment is brought in glass doors you will be charged an additional \$150.00 access fee
- _____ 16. If you encounter a problem, you must contact Post Home Officers at (401) 461-8954
- _____ 17. Do Not Use Chair to hold open Glass Doors! Do not Stand on Chairs.
- _____ 18. Do not place anything on or move plaques, photos or flags, please respect out Home.
- _____ 19. Do not hang Penyata near Video Projector or Security Camera. Penyata can not have gum in it.
- _____ 20. Chairs are to be stacked 5 high, and moved using the hand cart. If guests Slide, Carry, Drag, or Push the stacked chairs **we will charge you a \$400.00 handling fee** . We review Security video after every rental to see how chairs are moved.
- _____ 21. Inform your guests of these rules.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE RULES FOR RENTING THIS HALL.
I understand that my security deposit will not be refunded if the above rules are not followed.

_____ : _____
Signature of Individual renting hall Date

Witnessed by Post 20 Rental Agent