

Auburn Post No. 20 Home Association

7 Legion Way Cranston, RI 02910

Tel. (401) 461-8954 ~ Cell (401) 952-3211

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

SATURDAY RENTAL AGREEMENT

Date: _____

Name of individual and / or * Organization Renting Hall _____

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

Date of Birth: _____ Valid R.I. Drivers License No. _____

Day Phone: _____ Eve. Phone: _____

Music (live band/ DJ) _____ Yes _____ No _____

Will drinks be served _____ Yes _____ No _____

If yes, type of drinks served: Beer _____, Wine _____, NO Liquor

(Max. Of Five (5) Cases Beer and Four (4) Liters of Wine Allowed per Party)

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

NO LIQUOR CAN BE SOLD!

NO SMOKING INSIDE OF BUILDING

NO ADMISSION FEE CAN BE CHARGED

NO DRINKING or PARTYING OUTSIDE OF BUILDING

NO CHEWING GUM/ BUBBLE GUM CAN BE SERVED

NO LOITERING OR MUSIC OUTSIDE OF BUILDING

NO CONFETTI INSIDE OR OUTSIDE OF BUILDING

NO OBSCENE ACTIONS IN OR OUTSIDE OF BUILDING

NO MUSIC AFTER 10:00 PM (COMPLY WITH CITY NOISE ORDINANCE)

The Outside and Inside of this building is monitored and recorded 24 hours by Closed Circuit Television. If our Rental Agent, or the Cranston Police, receive a complaint from our neighbors that require the Police or our Rental Agent to respond your rental could be ended due to disturbance.

The following activities will take place: _____

Special Conditions: Pay Balance and get key 9:00 AM- 9:30 AM day of rental. You will then be allowed to setup and decorate hall at 9:00 AM Day of

Rental after Payment. **MOVE CHAIRS USING HAND TRUCK**

IF YOU DRAG, PULL, PUSH, SLIDE or CARRY STACKED CHAIRS

YOUR SECURITY DEPOSIT WILL NOT BE REFUNDED.

I have read, understand, and I agree with the rules for renting this hall. I understand that any violations of the terms of this rental agreement, or attached House Rules, committed by me, or anyone in my group, that I will be held liable for any damages. I understand that my \$400.00 security deposit will be held by the Post until the Saturday following this rental. I will be required to come in and pick up the deposit, and that it will only refunded if there are no violations of the agreement rules during this rental period. If my \$400.00 Damage Deposit is not be returned because of damages or violations of the contract the Post will take needed action to collect for any damages in excess of this amount. This Rental Agreement along with the House Rules constitutes the contract. Request to cancel must be made 90 days before rental date, if we are able to rent hall to another group your deposit will be refunded. Request to cancel must be in writing no phone calls. This agreement is subject to verification that the rental date requested is available and this agreement is not valid until accepted and signed by our agent.

Signature of Individual renting hall

Signature of Post No 20 Officer

*Organizations renting hall will need to provide a copy of their Liability Insurance Certificate prior to rental date.

Rental Day: SATURDAY

Rental Date: _____ / _____ / 2011

Time In: _____ PM

Time Out: _____ PM*

No music past 10:00 PM

Your Rental is for up to 8 Hours

*** NO PARTY PAST 10:00 PM**

Number of People attending: _____ 100 Max

Rental Fee (8 Hrs.): + \$ 300.00

Damage Deposit: + \$ 400.00

Total: = \$ 700.00

Less Deposit \$ 100.00

Balance Due \$ 600.00

Amount refunded \$ _____

(Cash only on day of rental to get key)

Security Deposit returned Yes ___ No ___ *

RENTAL IS FOR UPPER HALL ONLY

(No Access to Lower Hall allowed)

Lost Key Charge \$ 15.00

Return Check Fee \$ 45.00

Clean Confetti \$ 75.00

Canceled Date \$ 100.00

Auburn Post No. 20 Home Association
RULES FOR RENTING AND USE OF THIS HALL

1. ____ NO SMOKING (This building is a smoke free building) Smoke in front of hall use butt can.
2. ____ NO OPEN FLAME inside of building, Sterno heat cans for food trays are permitted to heat food only
3. ____ Night Rentals: Your event must end by the time stated on your rental agreement, and you must leave premises no later than 30 minutes following your ending time.
4. ____ Your Guests are not to PLAY OR CLIMB ON FENCE OR CHAIN! Front Lawn is Video Taped and we will hold your deposit to pay any damaged.
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 can be nailed to the walls without permission of House Committee, nails driven into building will cost renter full security deposit. Any approved attachments must be removed completely when leaving. Do not place anything on our plaques, photos or flags, please respect our Home.
8. ____ DO NOT STAND ON TABLES or CHAIRS Use the 6ft or 10ft step ladder to decorate.
9. ____ Turn off all lights, fans; close all windows and doors if you leave after decorating until party begins.
10. ____ Doors and Windows on Fireplace side of building must remain closed, our neighbors have an agreement with the Post and City that rear doors and windows must be kept closed at all times, The Neighbors WILL CALL CITY HALL OR POLICE DEPARTMENT AND REPORT YOU!
11. ____ Tenants will be charged for any expense incurred due to confetti, neglect, i.e. garbage, cans, cigarette butts, paper found around building and its grounds. HALL MUST BE CLEAN WHEN YOU FINISH!
12. ____ No Parking on lawn, sidewalk, or street (city ordinance). Plenty of free parking in parking lot across the street.
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) **TRASH BAGS WILL LEAK ON FLOOR; PLEASE CARRY TRASH CAN TO DUMPSTER NOT BAGS!**
14. ____ No Loud Music (D.J.'s etc) will be allowed! You must maintain a low noise level, if music can be heard from street out side of building it is too loud. 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 City will fine Named Renter or DJ if they are in violation of this Ordinance.
15. ____ Two Beer/Soda Coolers (you supply ice) are provided for your drinks as well as a refrigerator. You may not use trash cans as a cooler or bring your own coolers into this hall. **Dump used ice in back yard only!**
16. ____ If you encounter a problem, you must contact Post Officer by calling (401) 952-3211, leave message.
17. ____ Do not block or tamper with Security Camera's. Cameras are monitored off site and recorded.
18. ____ NO DRINKING OR EATING in entrance hallway. Charges will be made for cleaning of stains on rug.
19. ____ You agree to allow the Cranston Police Access to the Hall at any time during your rental if requested.
20. ____ All tables and chairs must be returned to storage area. ...**SEE PHOTO ON WALL FOR PROPER STORAGE**
21. ____ **DO NOT DRAG, PULL, PUSH, SLIDE or CARRY STACKED CHAIRS! USE HAND TRUCK.**
22. ____ 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

Signature of Post No 20 Officer