

# Auburn Post NO. 20 Home Association

7 Legion Way Cranston, RI 02910

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

Email: [Rentals@auburnpost.org](mailto:Rentals@auburnpost.org) WEB: [www.auburnpost.org](http://www.auburnpost.org)

## SATURDAY RENTAL AGREEMENT

\_\_\_\_\_ Date \_\_\_\_\_  
(Name of individual and /0 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 , Liquor NO

(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 or one of our members 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. IF YOU DRAG, PULL, PUSH, SLIDE or CARRY STACKED CHAIRS YOUR SECURITY DEPOSIT WILL NOT BE REFUNDED. MOVE CHAIRS USING HAND TRUCK.**

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 myself, 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 constitute 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

Rental Day: SATURDAY

Rental Date: / / 2012

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 \$ 200.00

Balance Due \$ 500.00

Amount refunded \$ \_\_\_\_\_

(Cash only on day of rental to get key)

Security Deposit returned Yes  No  \*

Rental is for Upper Hall only X  
(No Access to Lower Hall allowed)

Lost Key Charge \$75.00

Clean Confetti \$75.00

Canceled Date \$200.00

**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. Tenants may remain in building Only during the time specified on their Rental Agreement. **You are not allowed to enter and set up for your event the day before.**
- \_\_\_\_\_ 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, cigaret 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 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 LEAK ON FLOOR, CARRY IN TRASH CAN TO DUMPSTER!**
- \_\_\_\_\_ 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 to 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. **Dumpused 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. **DO NOT STAND ON TABLES or CHAIRS**
- \_\_\_\_\_ 21. **DO NOT DRAG, PULL, PUSH, SLIDE or CARRY STACKED CHAIRS!** **USE HAND TRUCK.**
- \_\_\_\_\_ 22. Inform your guests of these rules, a copy is posted on the bulletin board in hallway.

**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 Officer