

RENTAL HALL GENERAL INFORMATION AND EXPECTATIONS

Please provide the Post Manager with the following details (if applicable) no later than **60** days prior to your reserved date:

- Time of Event, Social Hour, Meal and Dance
- Open Bar, Champagne and/or Hosted Bar arrangements
- Arrangements for Table setup if applicable
- Number of Drink Tickets and/or Kegs needed
- Estimated Guest count. Final Guest count is due a minimum of 15 Business days before the event date.

General Information

- No person under the age of twenty-one (21) shall be permitted to sign a contract with the American Legion.
- Guests or family members are prohibited from entering the kitchen or other restricted areas.
- Outside food that is not provided by the American Legion is prohibited unless arrangements have been made with the Post Manager and/or Kitchen Manager.
- All meals should be eaten as originally scheduled or additional charges may apply.
- All prices quoted are subject to change without notice. All prices will be guaranteed 3 weeks prior to the date of your event.
- All accounts must be paid in full the day of the event unless alternative arrangements have been made with the Post Manager.
- Persons in attendance must confine themselves to areas permitted for use. Children and guests under 18 years of age must be accompanied by a parent or legal guardian in the Legion Bar area and should not be in the Legion Bar area after 10 PM.
- Baby strollers are not permitted on the main hall floor. The American Legion has booster chairs and highchairs available for use. **The American Legion assumes no responsibility for the use of these items.** Parents or legal guardians of children assume all responsibility for the use of booster chairs and highchairs.
- Entertainment must cease by 12:30 am and guests must vacate the Hall by 1:00 am. Last call for beverages from the Bar is 12:45 am and beverages purchased must be consumed by 1:00 am; any leftover beverages at that time will be discarded by the Bartending Staff. All associated persons responsible for the event must be out of the Legion no later than 2 am. If there is further cleaning, they wish to do they can complete the cleaning the next business day during regular business hours. Please make necessary arrangements with the Post Manager. This is only applicable if there are no events the following day.

- No food or glass drinks are allowed on the dance floor during the dance.
- The American Legion Staff must approve the volume of the smoke machines and music. If the Staff asks that the volume of music is lowered, the music must be lowered immediately and not turned up after the request is made. If this request is not heeded and music is turned up without authorization the American Legion Staff reserves the right to have the music terminated for the duration of the event. Please be respectful of our neighbors.
- All guests are required by law to wear footwear.
- All Federal, State and Local Laws and Ordinances must be followed.
- Minnesota Statue 609.605: Underage guests are not to be served or consume liquor at the event. Any guest serving or purchasing alcohol for a minor will be escorted from the premises. Any

underage guests found with liquor will be brought to their parent and/or guardian's attention and the party will be escorted from the premises. If any of those guests return, the authorities will be called, and charges will be filed with the City of Montgomery Police Department on behalf of the American Legion.

- The American Legion Club will not allow Bottles of Liquor, Wine or Champagne on guest tables. All liquor, wine or champagne must be served by bar and/or catering staff into approved drinking vessels.
- Absolutely no outside Liquor, Beer, Wine or Champagne is allowed in the building. If any responsible parties or guests are found with outside alcoholic and/or other beverages the Lessee understands that the Legion retains the right to close down your event for the remaining duration of your event and all monies paid will be forfeited to the American Legion including any deposits.
- No Glass containers or bottles may be carried outside the building.
- No Alcohol should be removed from the Legion except in designated areas.
- Minnesota Statue 609.605: Prohibits trespassing on property and entering non-public areas.

***The American Legion reserves the right to charge Lessee for any and/or all rental items that are lost, stolen, broken, etc. The Lessee will be charged the fair market price of the missing or broken items, including wine glasses. Any of these associated charges will be deducted from your damage deposit. ***

Decorating Information

Your reservation includes time for decorating and set-up from 8am until 1pm on the day of your event.

- No tape or nails permitted on the walls, ceiling, or floor.
- No glitter, confetti, tinsel, birdseed, rice, sand, or beans may be thrown or used to anchor balloons.
- There is to be no removal of ceiling tiles by Lessee or any affiliated parties of Lessee including entertainment, decorators etc.
- Table decorations must be removed immediately after the meal to ensure the tables may be cleaned up and moved to prepare for the dance (if applicable).

- All decorations must be removed and taken out of the facility the day or evening of your Event.(unless arrangements have been made prior to event)
- All personal items must be removed immediately after the event. If any items remain, they will be disposed of by the American Legion.
- It is your responsibility to bring extension cords, ladders, pins, etc.
- Candles must be enclosed flame in accordance with Minnesota Fire Codes. You are responsible for lighting candles and/or plugging in lights.
- Fees will be charged for the unauthorized alteration or removal of any decorations and/or fixtures owned by the American Legion.
- You must notify us with the name and contact information of your decorator and/or event planner.

If you have hired a Decorator for your Event, please provide them with a copy of this page to ensure they are aware of American Legion Guidelines with regards to decorating our facility.

All food and beverages must be ordered through American Legion Post #79 including but not limited to Food Products, Liquor, Beer, Wine, Soda Pop, Juices and/or Water. This list is NOT all inclusive and Lessee must get approval for any other food and/or beverages from Post Manager and/or Kitchen Manager. Only exception to this will be for Funerals, Showers, and events under 50 people in Peroutka Room and this must be coordinated through the Post Manager and/or Kitchen Manager. For Weddings and Anniversaries, at 8:00 pm the bar will turn into a cash bar unless other arrangements have been made with the Post Manager. When a meal is served, the bar will close for 30 minutes to allow for guests to seat for the meal. After all guests are seated for the meal, the bar may re-open.

Your paid reservation includes time for decorating and set-up from 8am until 1pm on the day of your event. Thirty (30) days prior to your event, you may lease the space for decorating and set-up purposes after 12pm on the day prior your event, if it is available. A non-refundable fee of \$150 is required to reserve the dining hall for this purpose. Otherwise, should you choose to wait until the week of your event, if the hall is not scheduled for any other event there will be no charge for access to the banquet hall for decorating the day prior to your hall rental after 12:00 pm.

You, the Lessee are responsible for the removal of all personal decorations immediately at the conclusion of your event unless other arrangements have been made. All personal property left behind will be disposed of by the Lessor. Lessee shall meet with the Post Manager and the Kitchen Manager at least three weeks prior to the scheduled event to select and/or finalize your food, liquor, beer, and special requests. The Post Manager will go over all your options and additional costs required for your special day. The Lessor will notify the Lessee if we cannot meet your selections.