

# Bedford American Legion

## Post 113

### **Club Rules For All Ballroom Rentals**

1. If meals are catered by other than the Bedford Legion, a rental fee of \$350.00 will be charged, along with a \$50.00 clean-up fee.

Confirmation should be made at least 90 days prior to the date of rental. A deposit of \$100.00 must be made when confirming the date. If for some reason you must cancel the event, you must advise us within 6 weeks of the date, or the deposit is non-refundable.

2. When meals are catered by the Bedford American Legion, fees will be as follows: Rental of the hall is \$200.00. Wedding Receptions are \$500.00 due to the use of the room the day before for decorating.

3. When meals are catered by the Bedford American Legion, a final confirmation of the number of attendees must be made at least 1 week prior to the event. Payment must be made to the Bedford American Legion for the number of attendees that have been confirmed. If more than the confirmed number of attendees attends the function, the cost per person of the additional persons will be the same as those confirmed.

4. ALL monies due to the Bedford American Legion for the meals, rental, and all other charges must be paid by the date of the event.

**A 10% fee will be assessed and added to the bill every seven (7) days after the event date the bill remains unpaid unless payment arrangements have been made prior to the event.**

5. The group or individual renting the facility is responsible for the collection of all the monies and payment to the Bedford American Legion.

6. The group or individual renting the facility is responsible for payment of any and all damages to the facility or furnishings resulting from their use of the facility.

7. NO Tape, glue, nails, tacks, or other substances will be applied to the walls, floor or ceilings of the ballroom.

8. ALL alcoholic beverages consumed on the premises must be purchased from the Bedford American Legion.

9. Other rules or restrictions which are related to the user of the facility will be up to the manager.

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Group or Individual

\_\_\_\_\_

Club Manager

\_\_\_\_\_

Date

By signing, I hereby acknowledge that I have completely read and understand the American Legion Post 113 ballroom rental rules.