

**AMERICAN LEGION, HENRY CORNELL POST 234**  
**23 Pleasant Street, Ballston Spa, New York 12020**

**Hall Donation Agreement**

Use of the Hall or Pavilion is limited to Post 234 members and/or family members.

1. A member can use the hall or pavilion with a \$100.00 donation. Use of the kitchen is an extra \$50.00. There is a \$50.00 cleaning deposit that will be refunded if all areas used are left clean and all trash has been put in dumpster.
2. A member can get use of the hall or pavilion for a non-member with a 200.00 donation. Providing the member assumes all liability for the event.
3. Rules for use are as follows:
  - a. There is NO smoking in the hall.
  - b. No one under the age of 21 years old shall consume any alcoholic beverages.
  - c. All alcoholic beverages must be purchased from the Post. With two weeks' notice we can handle any requests you may have for alcohol.
  - d. When decorating the hall there will be NOTHING hung from the ceiling or ceiling grids. And nothing to be put on any walls.
  - e. The Members Room is off limits to anyone that is not a member of POST 234.
  - f. The guests of the event are expected to stay in the areas of the event.
  - g. Doors and windows will stay closed due to heating and air conditioning unless special arrangements are made.
  - h. Profane language will not be tolerated in the bar area or anywhere on the premises.
  - i. If you need to cancel your event, it must be done no less than 72 hours before the event to receive a refund.
4. Violations to any of the above rules will result in the termination of the event and no monies will be refunded. The member signing this agreement will be held liable for any damages to the properties of American Legion Post 234.

Having read and understand the above you agree to be bound by the rules as set forth herein.

DEPOSIT 50% needed to reserve date.                      AMOUNT REC'D \_\_\_\_\_

Kitchen use \$50.00 if used                                      AMOUNT PAID \_\_\_\_\_

Balance due before event starts                              BALANCE DUE \_\_\_\_\_

Refundable cleaning deposit \$50.00                      AMOUNT PAID \_\_\_\_\_

DATE OF EVENT Requested \_\_\_\_\_

NUMBER OF PEOPLE expected \_\_\_\_\_

SPECIAL ARRANGEMENTS: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_