

# Post 42 Event Costs & Guidelines

## Rental Costs

- The rental cost for the space is \$125 per hour for a minimum of 4 hours. For each additional hour there will be a charge of \$100 per hour. This reserves the main hall on the second floor and access to the bar and lounge. (We cannot deny Post 42 members entry to the bar/lounge area during regular business hours.)

## Deposit

- A \$200 deposit is due in order to reserve the date. You will receive an invoice to be paid immediately.
- Your date will not be reserved without payment and another group may have the opportunity to reserve the space.
- This deposit is 100% refundable within 30 days of the event. No part of the deposit will be refundable within 30 days.
- Your deposit will be returned minus the cleaning fee if everything meets the standard set out in the contract

## Additional Fees

- Cleaning Fee - \$50 per event
- Bartender Fee - \$30 an hour for a minimum of 4 hours (for more than 70 guests)
- The Main Patio (owned by the golf course) - \$100 an hour additional to the standard rate
- The South Lawn - \$25 an hour
- Off Hours - \$50 an hour
- Kitchen Fee - \$75 per event
- Audio Equipment - \$150
- Linens & Silver - upon request

\*\*\*\*American Legion Post 42 members will receive discounts. Please inquire to the club manager\*\*\*\*

## Invoicing & Payment

- A copy of your full invoice will be attached to the contract. If additional charges apply they will be added to the invoice. This invoice will include the payment schedule, itemized cost breakdown, as well as links to follow to make payments.
- 25% of your expected rental fee will be due 30 days prior to your event
- The remaining balance must be paid before the start of your event
- Any additional gratuity included will be paid directly to the bartender(s) working during the event.
- Payments can be made via credit card, debit card or Cash App

## Booking

- To finalize a booking, we require a signed copy of our Rental Contract, which will be sent electronically. This must be signed and returned 30 days prior to your event.
- Additional paperwork may be required under certain circumstances (i.e. utilization of kitchen, audio visual, etc.)

## Cancellation

- Events cancelled **30 to 7 days prior** to the event date will be charged only the deposit.
- Events cancelled **within 7 days** of the event date will be charged an additional 25% of the expected

rental cost.

## Outdoor Options & Costs

- There are two outdoor options: the Patio and the South Lawn.
- Patio access and availability depends on The Evans Golf Course, and cannot be guaranteed by Post 42 without their consent. If available, the hourly rental cost will be increased by a minimum of \$100 per hour. The additional fee and availability are determined solely by The Evans Golf Course, and are subject to change.
  - The South Lawn area is also included with all Patio rentals, at no additional cost.
- The South Lawn rental cost is an additional \$25 per hour. While we do not require the Golf Course's consent to utilize the South Lawn, we will need to ensure there will be no conflicting events. Availability is on a first-come, first-served basis, and cannot be guaranteed.

## Hours of Operation & Off-Hours Fee

- Our current regular hours of operation are:
  - Monday through Saturday — 5pm to 11pm
  - Sunday — 2pm to 9pm
- For events that occur before or after regular business hours, there is an additional cost of \$50 per hour outside of regular service.
- Our liquor license would allow us to open as early as 9am, and stay open as late as 2am if agreed upon.

## Insurance

- A one-day insurance policy covering the duration of the event is required for booking. This policy must have a minimum liability limit of \$1,000,000 per occurrence, and cover any claims for bodily injury, property damage, or other liabilities. The policy must also name American Legion Post 42 as additional insured.
- If such insurance is not purchased, the event host may be personally liable for any claims, damages, or losses that occur during your event. Failure to obtain insurance will not waive responsibility.

## Bar Costs & Policies

### Outside Drinks & Alcohol

- Outside non-alcoholic drinks (i.e. pop and juice) are acceptable. We have plenty of coolers and ice to keep them cold, and they may be distributed by the party.
- Outside wine is permitted, but must be kept behind the bar and opened/distributed by Post 42 bartenders. Bottles may be taken back to the event room after being opened and marked by a bartender. There is a corkage fee of \$20 per bottle.
- **Outside alcoholic beverages, excluding wine, are strictly prohibited.** Bringing in unauthorized alcohol violates our liquor license and the law. Any violation will result in the immediate termination of the event, and the event host will be charged the full amount without a refund. The event will be required to leave immediately, and will be banned from future events. Additionally, if this misconduct jeopardizes our liquor license, we will pursue legal action.

### Open Bar

- Drink prices will be based on the membership status of the event host.
- The event host may opt to purchase drink tickets ahead of time. These would be added to their rental

cost.

- The event host may disburse these tickets as they see fit, though no more than three per person.
- Drink ticket prices will be based on the items included by the host.
- Cocktails, premium liquor, and shots **cannot** be covered by drink tickets.
- A gratuity of 25% will be automatically added to any open bar tab, or purchase of drink tickets.
- **All bar tabs MUST BE SETTLED night of the event.**
- Any Open Bar tabs left open at the end of the night will be invoiced separately, and assessed an additional 3% processing fee.

## Bartender Costs

- One bartender will be scheduled to work during the event, at no additional cost.
- Parties that require or request an additional bartender will need to pay an additional fee of \$30 per hour per additional bartender.
  - Parties of 70 people or more will be required to carry an extra bartender for the duration of their event. This requirement is due to both safety and service concerns with larger parties.
  - Use of the patio bar will require an extra bartender.
  - Parties of 150 or more will be required to carry a minimum of two extra bartenders.
  - These guidelines are non-negotiable, and are in place for service, management, and security purposes

## Event Setup & Cleaning

### Setup

- Post 42 does not provide setup for events.
- The party may set up and decorate the main hall as they wish, without displacing or damaging existing wall-hangings, placards, and decorations.
- The party may come in early to set up and decorate. There is no additional cost for this.
  - If the bar is not open during the desired set up time, we can arrange for entry into the building, though the bar/lounge but the kitchen will remain inaccessible.

### Tables, Seating, Peripherals

- For event use, we have (18) long rectangular tables, (8) large circular tables, (88) folding chairs, (8) small circular high-top tables, and (28) high-top chairs.
- Additional seating capacity would need to be brought in by the event host.
- White tablecloths may be rented individually or by the person
- Fork, knife and white linen roll-ups may also be rented

### Cleanup & Fees

- There is a standard cleaning fee of \$50 for all rentals. This will be applied toward your deposit
- The event party is responsible for cleanup of the event space after the event and returning it to its pre-event condition. This includes taking down decorations, storing tables/chairs, and throwing away garbage in the provided garbage cans. Legion staff will take the garbage cans to the dumpster
- An additional cleaning fee of \$100 per hour (minimum one hour) will be assessed in the following cases:
  - Cleanup is inadequate,
  - decorations not taken down or thrown away;
  - Excessive spilling of drinks or broken glass on the floor;
  - confetti or glitter used
  - Bodily fluids of any kind anywhere besides a toilet.

- The party is liable **at cost** for any physical damages caused to the property.

## Food Policies

### Basic Policies

- For most events, our current food selection (chips, candy, nuts, frozen pizzas) is insufficient to meet guests' needs.
- We strongly recommend bringing in food for events that would like to feed their guests.
- Events with open bar packages of any kind will be **required** to supply their own food for their guests.
- We do have a preferred caterer and will attach the menu with your contract

### Kitchen Use

- There is a \$75 fee to use the kitchen
- We have a professional kitchen that may be used by licensed professionals to cook or heat up food. If a licensed professional would like to use the kitchen, all necessary licensing and insurance documents must be received **prior** to the event.
- The kitchen cannot be used by unlicensed individuals under any circumstances.
- If the kitchen is used, it must be thoroughly and professionally cleaned, or a cleaning fee will be charged to the event host.

## Audio & Visual

### Visual

- We have a projector screen and projector that can be connected to via an HDMI cord. This is available for \$50 fee

### Audio

- We have one powerful mobile bluetooth speaker the party can connect to for music at no additional cost. For most parties, this single bluetooth speaker is more than sufficient.
- We do have a microphone available to rent. Unless it is required by a vocalist in a band, we strongly recommend going without a microphone.
- We have a sound system available for bands and DJs to plug into with their equipment. This system requires special equipment to utilize, which most bands and DJs should have.
- If a band/DJ does not have the necessary equipment, it can be rented from our house band for a cost of \$150. This equipment is not owned by Post 42, and **cannot** be guaranteed without our house band's approval.
- If required, there is an additional \$100 charge to have a member of the house band set up and take down the equipment. Again, this cannot be guaranteed without the house band's approval.
- If the party is interested in hiring our house band—The Canal Jumpers—either for service or to perform, we can provide an introduction to discuss terms.

### Additional Links

- [Post 42 Calendar](#)
- [Post 42 Membership Signup](#)

