



American Legion
Department of New Hampshire
Robert G. Durgin Post 67
P.O. Box 375
Newmarket, NH 03857

REV 7 – November 2023

Subject: American Legion Post 67 Hall Rental

Enclosures: (1) Hall Rental Agreement Form
(2) Function Drink List

Thank You for your interest in renting the facilities at American Legion Post 67.

You can check availability of the hall by visiting our website at www.granitestatepost67.org and clicking on Events Calendar.

Upon completion of this package, contact Tia Lantiegne at cell 603-731-1275 or email 67post@comcast.net to discuss payment, finalize the agreement and meet if needed. We accept Checks, Cash or Credit Cards. Checks should be made payable to *American Legion Post 67*.

Please fill out this package in its' entirety including initialing each page of this package as well as signing enclosure 1. This entire package must be returned and a copy will be provided to the renter.

You will be contacted once this rental has been approved.

Prior to renting the American Legion Post 67 Hall, located at 151 Main St. Newmarket, NH 03857. I understand, agree and will abide by the following terms and conditions:

1. **Seating capacity:** A maximum of 100 people are allowed in the hall at one event.
2. **Alcoholic beverages:** Alcohol beverages can be purchased at the bar operated by a Post 67 employees. All persons consuming alcohol must be 21 years of age or older. All alcohol will be consumed within the hall and shall not be taken outside of the hall area (i.e., parking lot, sidewalk, restrooms, etc.). At a minimum, American Legion Post 67 require 5 days' notice to obtain a supplemental liquor license from the New Hampshire Liquor Commission for an event requesting a bar setup.
 - a. No alcoholic beverages (BYOB) may be served by the renting party or their guests.



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b. Any observation of violations of these requirements and conditions by a Post 67 employee or officer will void the rental contract and the event will be terminated. Furthermore, all deposits and rental fees will be forfeited. The renter may also be prohibited from any future rentals by Post 67.

3. Appliances: The Kitchen is for use and included as part of the rental. No function attendee may use these appliances unless they first certify that they are familiar with their operation. At this time, the stove/oven cannot be utilized.

4. Rental Policy: American Legion Post 67 members are eligible to request a hall rental. Other American Legion members may request to rent the hall as well. Nonmembers require sponsorship from a Post member (generally the Adjutant or another officer) in order to request a hall rental. The sponsoring member is directly responsible for the renting party. They are responsible for any damages caused the renter or attendees. Furthermore, they are responsible for the conduct of all attendees. Improper conduct observed by a Post 67 employee or officer will void the hall rental agreement, thus forfeiting deposits and rental fees. The function will be closed and all attendees will exit. All hall rental agreements require the approval of Post 67 members at a regular general meeting, by the Post Executive Committee or the Post Commander may authorize a hall rental if the request is before the next regular meeting.

5. Damages: The renter is fully liable for any damages to the facilities. The use of confetti is prohibited. Nothing (banners, signs, decorations, etc.) shall be attached to any wall surfaces using tape or tacks that will damage the walls.

6. Rental Fees: Rental fees are as follows

	Members	Non-Members
Per Event	\$250	\$350
Bar Setup	\$75 per event	\$75 per event

7. Smoking Policy: No smoking is allowed in the hall, kitchen, and restrooms. Any violation observed by a Post 67 employee or officer will void the agreement. The event will be closed and all fees and deposits forfeited. All smoking shall be outside in the front of the building or in the parking lot. Cigarette receptacles are provided and are expected to be utilized.



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8. **Trash:** The renter is responsible for ensuring the trash in the trash cans, or any trash created by the event, is removed at the end of the event and placed in the Legion Dumpster located in the back parking lot.
9. **Closing time:** All functions must be concluded and all attendees must leave the hall by the agreed upon time in the rental agreement enclosure (1) and by close of business hours unless prior arrangements are made. Lights and heating/air conditioning split units shall be shut off before leaving. Doors shall be locked.
10. **Keys:** Any required keys will be provided prior to the event by a Legion Officer or may be obtained from the bartender on duty in the Post 67 canteen.
11. **Cancellation policy:** Post 67 reserves the right to cancel the hall rental agreement prior to the event if unforeseen circumstances require the hall closure. All monies shall be returned if this occurs. Cancellation by the renter 14 days prior to the event will receive all monies returned. Cancellation by the renter less than 14 days prior to the event may result in a partial refund.
12. **Non-Fee Hall Use:** There is no hall rental fee for funeral receptions of Legion, Auxiliary, or Sons of the American Legion Post 67 members as approved by the Post Commander or Post Adjutant. Other non-fee use includes, veteran functions, municipal and civic organizations providing for the good of the community, as approved by the general body at a regular Post 67 meeting or Post Commander. Department of New Hampshire Legion and District use can be approved by the Post Commander or Post Adjutant. Past Post Commanders, Unit Presidents and Squadron Commanders are authorized one usage for each term of their office subject to approval of the Post Commander or Post Adjutant.



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Enclosure (1): Hall Rental Agreement Form

1. Requestors Name: _____
2. Phone Number: _____(Home/Work/Cell)
3. Date of Rental: _____ Hours: _____
4. Type of Activity: _____
5. Approximate number of guests: _____
6. Rental Cost: _____
7. Bar Setup: (Circle one) Yes No **Refer to Enclosure (2) for drink list**
8. American Legion Post 67 Member: Yes or No
 If Yes: (Circle one) Legion Auxiliary SAL
 If No: Sponsoring Members Name _____

*****NOTE:** Member renting the hall **MUST** be present during the entire hall rental period.

As a sponsor, I agree to be held financially and legally responsible for the actions of the individual(s) to whom I have sponsored for the rental of the hall on the date indicated.

Members Signature: _____ Members Name: _____
 Membership Number: _____

I have read and understand the American Legion, Robert G. Durgin Post 67 hall rental and safety instructions and will abide by the rules set forth.

Requesters Signature: _____ Requestors Name _____

Approved By: Legion Representative Signature _____ Printed Name and Title: _____



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Enclosure (2): Function Drink List

Beer: Budweiser, Bud Light, Coors Light, Michelob Ultra, Miller Light, Corona, Corona Premier, Sam Adams

Vodka: Titos, Smirnoff

Rum: Bacardi, Captain Morgan

Tequila: Hornitos, Jose Cuervo

Whiskey: Jack Daniels, Jim Beam

Gin: Bombay, Tanqueray

Seltzers: Truly & White Claw (assorted flavors)

Wine: Merlot, Cabernet, Pinot Grigio, Chardonnay, White Zinfandel

Additional Requests or Comments: _____
