



**Cary American Legion Post 67**  
**8523 Chapel Hill Road, Cary, NC 27511**  
Website: ***www.alncpost67.org***  
Email back to: ***CaryPost67.rental@gmail.com***

## **Application for rental of the Legion Hall**

This application is to be completed by the individual representing the organization/group requesting use of the building. The person signing this form is the designated *responsible individual* and will be held liable for all payment and fees and deposits for use of the building and for any damage that occurs during its use. The *responsible individual* must comply with all guidelines for the use of the Legion Hall.

Today's date: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Times of event: \_\_\_\_\_

Estimated number of adults: \_\_\_\_\_ Number Under 12: \_\_\_\_\_

Name of person and title requesting use: \_\_\_\_\_

Address: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email: \_\_\_\_\_ Post 67 Member? Yes \_\_\_ No \_\_\_

Purpose/type of organization/group: \_\_\_\_\_

Name of responsible individual: \_\_\_\_\_

Contact information for responsible individual: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Will tables and chairs be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be consumed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes will it be catered or potluck style?

\_\_\_\_\_ Will the kitchen be needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Alcohol is not allowed at any time when minors are present.

Beer and Wine is permitted by the *responsible individual* who by signing the rental agreement accepts all damage costs to the building and property caused by their guest both intentionally and unintendedly.

### **Building Use Fees**

The standard rental fee is \$75.00 per hour of usage minimum of 4 hours. **This includes setting up and clean up.** A standard deposit of \$250.00 is held until the building has been inspected by a member of the Post and determined if there is any damage. If all cleared a full refund of the deposit is made.

There is a four-hour (4) minimum for use of the Hall.

Rental fee and deposit is payable at the time the Building rentals agreement is signed and **payment must be in cash.**

Cancellations anytime up to 72 hours prior to the event will receive a full refund. Thereafter the deposit will be forfeited.

Failure to clean the Hall immediately after the event will result in loss of a portion or all of the deposit.

A meeting must take place between the *responsible individual* and the post rental officer to go over the process and sign the agreement at the Post building.

SUGGESTIONS: Bring disposal dinner plates, cutlery, cups, napkins, and table clothes to fit 6- and 8-foot tables. Also, bring ice for cold drinks and coffee pots for hot drinks. Hall clean-up must be done immediately following the event and that includes the parking area both in front and back of the building. There will be no allowance to clean up the next day.

Your application will be reviewed, and you will receive a phone call or email to set up a meeting.

Thank you for supporting the Cary American Legion Post 67.

Return application to Rental Officer Cary American Legion Post 67 at:

**[Carypost67.rental@gmail.com](mailto:Carypost67.rental@gmail.com)**

Updated 6/20/2023