Damascus American Legion Post 171
10201 Lewis Drive, Damascus MD 20872
Mail contracts and payment to: *Post 171, P. O. Box 171, Damascus MD 20872, Attn: Rentals*
Rental Agent: rentals@legionpost171.org, 301-518-8499 (text or call)

STANDARD RENTAL CONTRACT / December 21 2025

Renter's NAME _____ **Renter's EMAIL Address** _____

Rental DATE _____ **Purpose of rental** _____
(Wedding Reception, Graduation, 50th Birthday Party, etc.)

Rental TIME (*Minimum of 5 Hours**):**

Start Time:	**End Time (includes cleaning), Maximum 12:00 AM**	**Total Hours:**

* Payments by cash or check is preferred. Payment by credit card incurs a 2.6% processing fee.

FEE SCHEDULE (Check Choice):

Facility	**Max Capacity**	**Hourly Rate**	**Hours**	**Total Fee**	**Non-Refundable Deposit**	**Security Deposit**	**Total Deposit**	**Balance Due**
☐ Main Hall (Upstairs)	299	$220.00			$220.00	$200.00		Date Due:
☐ Party Room (Downstairs)	80	$110.00			$110.00	$200.00		Amt Due: $ _____

Please print legibly, as this is used for return of your security deposit.

_____ (Print Name)

_____ (Address – Street)

_____ (Address – State and Zip Code)

Telephone: _____

___$200_____ (Security Deposit)

_____ (Reservation Deposit)

_____ (Payment Amount)

_____ Proof of Personal Liability Insurance

_____ (Date Received)

_____ (Date Received)

_____ (Date Received)

_____ (Date Received)

The undersigned have read and fully understands the provisions of this contract, including Appendix (A), which details the regulations of the building and the responsibilities of the renter(s).

_____ (Signature of Lessee/Renter)

_____ (Signature of Post 171 Agent)

Purpose: Prior to signing the contract, the renter must provide the rental agent specific details regarding the activity, including any entertainment, for which the building is being rented. American Legion Post 171 retains the right to refuse to rent the building for events that may be controversial, embarrassing to the Post, or which may reflect negatively upon the Post, The American Legion, or the surrounding community. Failure to fully disclose the nature of the event as detailed above may result in cancellation of the contract.

Rental Hours: The minimum duration of this rental is five (5) hours. Rentals exceeding the five (5) hours are available at the hourly rate, based on availability. Requests for additional hours must be paid at the time of the request and must be made at least one week in advance of the event.

Payment Schedule: **Please make checks payable to American Legion Post 171. Return signed contract(s) with the deposit payment, or payment in full, and security deposit to the address above.**

(1) **Fees due at the signing of the contract**. To hold a reservation, a deposit of the first hour's fee is required at the time the contract is signed. This deposit will be applied to the rental fee when the contract is executed. A $200 Security Deposit is also required at the signing of the contract. and will be refunded within thirty (30) days after the event, assuming no extra costs are incurred for cleaning, damages, and/or late departure.

(2) **Remaining Monies Required Under the Contract.** The balance due on the contract must be paid at least thirty (30) days prior to the rental date. Failure to do so may result in the loss of the reservation date and deposit money.

(3) **Cancellation**. The event cancellation threshold is thirty (30) days prior to the event. Events cancelled inside the thirty (30) day window **shall forfeit all monies paid under the contract** except the security deposit which shall be refunded.

(4) Early entry and Timely Departure. For weekend rentals, admission to the building is restricted to after 12:00 PM for Friday rentals, and after 9:00 AM on Saturdays and Sundays. Prompt exit of the premises at the end of the rental period will be appreciated. Rental times include the event and your cleanup time – plan accordingly. *Prompt exit of the premises at the end of the contract time, maximum of 12:00 AM, is required*; *failure to clean and exit the building on time will result in forfeiture of the security deposit.*

(5) Hold Harmless Clause. American Legion Post 171 is not responsible for the loss of personal property or injuries directly related or incidental to attendance of rental functions. Renter agrees to save and hold harmless and/or indemnify American Post 171 for any claims, litigations, or any other activity or actions by third parties arising from or incidental to attendance at the function for which these premises have been rented. Renter further agrees to observe the Building Regulations as noted in Addendum A.

(6) Event Liability Insurance Clause: The Renter acknowledges and agrees they are responsible for obtaining Event Liability Insurance covering the event space rental for the date(s) that they are renting. This helps protect us and you if someone causes property damage to the venue or someone is injured at your event. The Renter shall provide **Certificate of Insurance (COI)**, proof of insurance with coverage at least $500,000, **with final payment before the day of the event**. Post 171 reserves the right to refuse access to the event space if adequate proof of Event Liability Insurance is not provided. The Renter understands failure to obtain and provide proof of insurance may result in the cancellation of the rental agreement without refund.

(7) Contracted Vendors Clause: Renters are hereby informed and obligated to ensure that all contracted vendors, including but not limited to DJs, bartenders, decorators, caterers, and other service providers, are made aware of and strictly adhere to the rules and regulations outlined in this agreement. It is the responsibility of the renter to communicate and enforce these rules to all personnel involved in the event. Any damage to the property resulting from the negligence or non-compliance of contracted vendors will be the sole responsibility of the renter, and appropriate charges will be incurred for repairs or replacements. Failure to ensure compliance with the rules by vendors may result in termination of the event and forfeiture of any security deposit. Post 171 recommends giving copies of Attachment A to service providers.

Attachment A:

Note: Deposits will be returned via check by mail within 1-2 weeks after the event. Post 171 reserves the right to retain the renter's security deposit, in part or whole, due to violations of the departure time or the rules below. In the event the damages exceed the amount of the security deposit, Post 171 will bill the renter or the renter's Event Insurance for the cost to rectify the damages.

I. BUILDING REGULATONS:

A. Absolutely no rice, glitter, birdseed, party string and the like are allowed inside the building.

B. Maryland state law prohibits smoking inside the building. Please use designated smoking areas outside the building and cigarette butt receptacles at the building entrances.

C. Fire regulations prohibit the use of candles, sparklers, or similar decorations.

D. Thumbtacks and staples are not permitted. Renter is responsible for the removal of all tape, decorations and adhesives, including from the ceiling. Renter must exercise care in the removal of decorations to avoid damage to painted surfaces.

E. **Absolutely no tape is permitted on the floor or walls, as it damages finishes on the floor and walls.** Utilize removable hooks or clips putty, or the ceiling-level hooks provided.

F. Kitchens are restricted to serving prepared foods only. DO NOT use enamel or cast-iron pans on the glass stove tops.

G. **Chairs and tables must be returned to their original positions at the end of the rental period**, per the instructions provided by the Rental Host. Failure to return furniture to its original position will result in forfeiture of the security deposit.

II. RENTER RESPONSIBILITES:

A. Clean-Up. YOU are responsible to clean up the interior and exterior rental space started at least 30 minutes before and ending no later than the end of the rental period. Clean debris and food particles from all ovens, stoves, refrigerators, tables, floors, lawns and parking lots. Sweep the floor, mop wet spills. Wipe down all appliances and counter tops in the kitchen. Place trash bags in the dumpster at the rear of the building.

B. Observance of State and County Laws and Regulations as it pertains to serving and consuming alcohol beverages, smoking, and cannabis. The Rental Host has the authority to summon the police for assistance. Illegal activity of any kind (drug use, serving alcohol to minors, etc.) will be grounds for immediate termination of your event, and **forfeiture** of all rental fees and security deposits.
   a. Keg beer is not permitted.
   b. Absolutely no sales (or cash bar) of alcoholic beverages are allowed.
   c. No alcohol is permitted if there is an entry fee or other fundraising at the event.
   d. Games of chance and lewd activities are also prohibited.

C. Actions of service providers. *Renters are responsible for the actions of their service providers.* Rental deposits will be withheld based on failure to follow these regulations. This includes but is not limited to:
   a. Instruct the DJ/band to set up *only* in the band-stand area and do NOT use tape on the floor, walls, or bandstand.
   b. Communicate last-call time to bartenders, last song times to DJ/band, etc.
   c. Communicate building departure time to all service providers to allow them time to clean up their areas.

D. Damage to property, building, furniture, and appliances. For example:
   a. Damage to painted or finished surfaces from decorations.
   b. Disrespect to war, military, and patriotic displays throughout the Post.
   c. Plumbing issues where it is clearly beyond normal usage, such as placing paper towels in the toilets, or putting food debris in the sinks.

E. Provide adult supervision to events at a ratio of one (1) adult per five (5) children, for activities where children and teenagers comprise most of the attendance.