



*Post 372*

1532 Martin Ave., Cherry Hill, NJ 08002  
856-665-3889

## **American Legion Post 372 Hall Rental Information Packet**

The American Legion Post 372 has a Hall available for members and the public to rent. We are located at 1532 Martin Ave., Cherry Hill, NJ.

Please read through the FAQ's for more information, and if interested in renting our Hall, call Sue at 856-495-7270 to see if the date is open. If it is, you will need to fill out the attached Contract, include 1/2 Deposit and return to the Legion. DATES ARE NOT HELD until a contract and deposit is received.

### **FAQ's**

**How much is the Hall Rental?** Weekend Hall Rentals (Friday nite – Sunday nite) are \$500 for 4 hours. Additional hours are billed at \$100/hr. Weekday Hall Rentals are billed at an hourly rate of \$75/hour.

### **What time slots are available for the weekend?**

**Friday:** . Evening Rental 7pm-11pm     **Saturday:** Afternoon Rental 12pm-4pm

**Saturday:** Evening Rental 7pm-11pm     **Sunday:** Afternoon Rental only; can choose any 4 hour period between the hours of 12noon and 7pm.

**What time slots are available for weekday afternoons & evenings?** We do offer shorter rental periods (2 or 3 hrs) during the weekdays. Hall is open 12noon to 9pm.

**What forms of payment do you accept?** We accept checks, cash or money orders. We do NOT take credit cards.

**I'd like to see the Hall – do I need an appointment?** No, you do not need an appointment to see the Hall. Our Legion is open 7 days a week from 12noon until at least 9pm. Simply stop in and our Staff will let you in to see the Hall.

**How many people does the Hall hold?** Maximum capacity is 100 people.

**Can we get in early to set up the Hall?** You can come in 1 hour prior to your event to set up / decorate. Under some circumstances, you may be able to come in earlier. Discuss this with the Hall Rental manager when you book your event.

**Does the Rental come with tables and chairs?** Yes, the tables are rectangular in shape – 8ft x 3ft. There are 10 tables and enough seating for 100, which is the Hall capacity. There is also an additional 2 tables, that people generally use for food/buffet set up.

**Does the Hall have kitchen facilities?** Yes, there is a kitchen, with use of refrigeration and a stove where heating of prepared food may be warmed for serving. No extended cooking of unprepared food or ingredients will be permitted.

**Is there an Ice Machine ?** Yes, we have an ice machine, which is available for your use.

**Do you have Chafing Dishes, Sterno, plates, silverware, cups or napkins for our use?** No, you must supply your own.

**Does the Hall have a caterer we can hire?** We recommend Sal Notte. 609-220-3944

**Do you have a bartender we can hire?** The Legion can recommend a bartender for your event. Their fee is \$25/hour. Call Sal at 609-220-3944

**Can we bring our own alcohol?** Yes, you may bring your own.

**Do you have a DJ we can hire?** The Legion can recommend a professional DJ for your event. His name is DJ Bob Sorg and his phone number is 609-280-4604

**Is smoking permitted in the Hall?** No smoking is permitted in the Hall. However there is a smoking area outside in designated areas.

**Am I responsible to clean the Hall?** Yes, you are responsible to remove all decorations, take your trash out (dumpster in back), wipe off tables/chairs, sweep/clean floor and have the tables/chairs set up as they were. If there is a spill on the floor, there is a mop/bucket available to clean it up.

**Can we decorate the Hall?** There are eyehook screws strategically placed throughout the Hall which you can use to attach streamers, balloons and such. Under no circumstances should any push pins, nails, tape, glue or staples be used on the Walls or floors of the Hall, and no confetti. All decorations must be removed at the end of the event.

Music and conversations must be at reasonable volume so as not to disturb our neighbors or Legion Staff members in other areas of the building. No loitering outside the building. No alcoholic beverages are permitted outside. All Exit Doors of building must be clear and never blocked. The American Legion Post 372 reserves the right to inspect, control and maintain all affairs being held on its premises. All parties present at the affair must comply with all rules and regulations of the NJ Division of Alcoholic Beverage Control. No illegal drugs will be tolerated at any event. For events involving teenagers, there must be adult supervision for the full term of the rental and no alcohol may be served for under 21 events.



# POST 372 AMERICAN LEGION HALL RENTAL AGREEMENT

THIS AGREEMENT, made on the \_\_\_\_\_, day of \_\_\_\_\_, in the year \_\_\_\_\_ between the AMERICAN LEGION POST 372 and \_\_\_\_\_, residing at \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

For Use as \_\_\_\_\_

Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Time Tenant can come in to set up Hall \_\_\_\_\_

As the Tenant, witness that the AMERICAN LEGION POST 372 has agreed to let to the Tenant the facilities of the AMERICAN LEGION POST 372 at its location at 1532 Martin Avenue in the Township of Cherry Hill, NJ 08002 as follows;

Tenant will be using kitchen \_\_\_\_ Tenant will be serving alcohol \_\_\_\_ Tenant will be using tables/chairs \_\_\_\_

TOTAL FEE \$ \_\_\_\_\_

A Deposit equal to 1/2 of the total Rental Fee is due upon signing of contract. Non-refundable.

AMOUNT PAID \_\_\_\_\_ (Check/Cash/Money Order) DATE: \_\_\_\_\_

BALANCE of \$ \_\_\_\_\_, must be paid one week before the event. Date \_\_\_\_\_

No PERMANENT attaching of decorations to the floors, doors, walls or ceilings. There are eyehooks strategically placed throughout the Hall which you can use to hang streamers, balloons and such. Push pins, nails, tape, glue, staples, etc are NOT PERMITTED to be used on the Walls or Floors. No confetti is to be used.

Maximum capacity in the Hall is 100 people.

Smoking is not permitted in any part of the building. Smoking is permitted outside the hall property in designated areas.

All Exit Doors of building must be clear and never blocked.

As part of the contract, Post 372 maintains a full kitchen and will provide water, ice cubes, refrigeration and a stove where heating of prepared foods may be warmed for serving. No extended cooking of unprepared food or ingredients will be permitted. The ice machine is located in the hallway off the kitchen.

Music/Noise must be at reasonable volume so as not to disturb our neighbors or Legion Staff members in other areas of the building. Disturbance of this may result in a call to the Cherry Hill Police.

No loitering outside the building.

No alcoholic beverages are permitted outside.

For events involving teenagers, there must be adult supervision for the full term of the rental and no alcohol may be served for under 21 events.

The light switches for the Hall are located to the right of the stainless steel refrigerator in the kitchen.

The Tenant is responsible to clean the Hall and leave it in the same condition it was found in. This includes disposing of any decorations, food, and other trash. The floor should be swept and if any spillage, it should be mopped up. There are 5 trashcans and a recycle trash bin in the hall. All have trash bags in them. REMEMBER to take your trash out – the dumpster is located in the back parking lot, near the baseball field.

The American Legion Post 372 reserves the right to inspect, control and maintain all affairs being held on its premises. All parties present at the affair must comply with all rules and regulations of the NJ Division of Alcoholic Beverage Control. No illegal drugs will be tolerated at any event. For events involving teenagers, there must be adult supervision for the full term of the rental and no alcohol may be served for under 21 events.

**IMPORTANT:** The Tenant reserving the use of the facility will be financially responsible for payment of costs incurred to repair or replacement of any furniture, fixtures, equipment or other property damaged by any guest or tenant at the affair AND ALSO ANY OVERTIME EXPENSES. Additionally, it is expressly understood that, American Legion Post 372, its representative and members shall not be held responsible for any loss to the tenant's equipment from whatever cause, or any personal injury to the tenant, his guest or anyone attending said function from any cause.

Additional Conditions:

I hereby certify that I fully understand the terms contained in these documents. Signature by the renter and Hall Rental Manager constitutes a contract between American Legion Post 372 and the renter.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Hall Rental Manager Signature \_\_\_\_\_ Date \_\_\_\_\_