

**CAPTAIN LESTER S. WASS POST 3  
AMERICAN LEGION  
23 Middle Street  
Gloucester, MA 01930**

**GENERAL FUNCTION HALL RENTAL AGREEMENT WITHOUT ALCOHOL**

(Licensed Capacity 171)

I, \_\_\_\_\_ of \_\_\_\_\_, Massachusetts,  
do hereby agree to rent the Post's function hall from \_\_\_\_\_ to \_\_\_\_\_ on  
\_\_\_\_\_ for a total fee of \$ \_\_\_\_\_. It is understood  
that the rental date will not be confirmed until the full rental fee is paid in advance. Cancellation  
within thirty (30) calendar days of the rental date will be the basis for forfeiture of fifty percent  
(50%) of the basis rental fee. Cancellation notice must be given to a Trustee only. Any breakage  
or damage to Legion property, fixtures, equipment, furnishings and etc. in the hall, kitchen, rest  
rooms and etc. shall be compensated for by me. A police officer and/or chaperone(s) may be  
required at my expense. I agree that I will be present in the hall for the duration of the function.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Trustee/Bar Manager Date: \_\_\_\_\_

-----  
Total Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Rental date of \_\_\_\_\_ Confirmed.

Police Officer Required: \_\_\_\_\_

\_\_\_\_\_  
TRUSTEE/BAR MANAGER DATE

\_\_\_\_\_  
PRINT NAME

CONTACT TELEPHONE NO. \_\_\_\_\_

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rooms and etc. shall be compensated for by me. A police officer and/or chaperone(s) may be  
required at my expense. I agree that I will be present in the hall for the duration of the function.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

-----  
Total Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Rental date of \_\_\_\_\_ Confirmed.

Police Officer Required: \_\_\_\_\_

\_\_\_\_\_  
TRUSTEE/BAR MANAGER      DATE

\_\_\_\_\_  
PRINT NAME

CONTACT TELEPHONE NO. \_\_\_\_\_

CAPTAIN LESTER S. WASS POST 3  
AMERICAN LEGION  
23 MIDDLE STREET  
GLOUCESTER, MA 01930

RENTAL FEE SCHEDULE

| SERVICE                  | FEE                             | COST |
|--------------------------|---------------------------------|------|
| Basic Hall Rental        | \$ 375.00                       |      |
| Basic Kitchen Rental     | \$75.00                         |      |
| Kitchen Rental with Cook | \$75.00 plus<br>\$50.00/hr cook |      |
| Policeman                | Set by City P.D.                |      |
| Bar Service              | No Charge                       |      |
| Security Deposit         | \$250.00*                       |      |
| Additional Setup Day     | \$100.00                        |      |
| TOTAL COST               |                                 |      |

Basic kitchen rental (\$75.00) is for the purpose of food preparation (non-cooking), warming and chilling ONLY! It does not include cooking, or the use of any kitchen equipment or material. Such use also applies to a catering service. All use may be under the supervision of a Legion cook. Actual cooking will be performed by a duly licensed Legion cook at the rate of \$50.00/hr. This policy is mandated by the legal liability attendant with the overall operation and use of the kitchen facility.

If there is a requirement for the set up for the function to take place the day before the scheduled event there will be an additional charge of \$100.00 as that impacts upon the ability to rent the hall to another function.

\*A refundable security deposit of \$250.00 is required. The security deposit will be returned within forty-eight hours of the end of the event *subject to the compliance with the requirements in both the Instructions and Restrictions as well as the Instructions and Restriction for the Use of the American Legion Liquor License.*

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS COMPLETED FEE SCHEDULE

Dated:\_\_\_\_\_

\_\_\_\_\_  
Applicant/Renter - Signature

\_\_\_\_\_  
Print Name

# CAPTAIN LESTER S. WASS POST 3

## AMERICAN LEGION

23 Middle Street  
Gloucester, Ma. 01930

### FUNCTION HALL RENTAL AGREEMENT

(Licensed Capacity 171)

I, \_\_\_\_\_ is a member in good standing of Post 3, American Legion, Gloucester, Massachusetts do hereby agree to rent the Post's function hall from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ for a total fee of \$ \_\_\_\_\_. It is understood that the rental date will not be confirmed until the full rental fee is paid in advance. Cancellation within thirty (30) calendar days of the rental date will be the basis for forfeiture of fifty percent (50%) of the basic rental fee. Cancellation notice must be given to a Trustee only. Any breakage or damage to Legion property, fixtures, equipment, furnishings and etc. in the hall, kitchen, rest rooms and etc. shall be compensated for by me. A police officer and/or chaperone (s) may be required at my expense. I agree that I will Be present in the hall for the duration of the function.

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Trustee Date: \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Rental date of \_\_\_\_\_ Confirmed.

Police Officer Required: \_\_\_\_\_

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
DATE



# CAPTAIN LESTER S. WASS POST 3

## AMERICAN LEGION

23 Middle Street  
Gloucester, Ma. 01930

### FUNCTION HALL APPLICATION SHEET

(Licensed Capacity 171)

Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers - Home: \_\_\_\_\_ Work: \_\_\_\_\_

Alternate Sponsor: \_\_\_\_\_

Alternate Sponsors Telephone Number: \_\_\_\_\_

Day of Rental: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Hours of Rental: \_\_\_\_\_ to \_\_\_\_\_ (4 hour maximum)

Hours of decoration and table setup: \_\_\_\_\_ to \_\_\_\_\_

Type of function: \_\_\_\_\_

Age Group: Teens: \_\_\_\_\_ 20 - 30's: \_\_\_\_\_ 30 - 50's: \_\_\_\_\_ Mixed: \_\_\_\_\_

Total Number of guests: \_\_\_\_\_

Bar Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Police Officer Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Chaperone (s) Required: Yes \_\_\_\_\_ No \_\_\_\_\_

### ENTERTAINMENT

Band: \_\_\_\_\_

D.J. : \_\_\_\_\_

Other: \_\_\_\_\_

Kitchen use required? \_\_\_\_\_ Cook: Yes \_\_\_\_\_ No \_\_\_\_\_ Caterer: Yes \_\_\_\_\_ No \_\_\_\_\_

Buffet: Yes \_\_\_\_\_ No \_\_\_\_\_ Meal: Yes \_\_\_\_\_ No \_\_\_\_\_ Other: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
INITIALS-TRUSTEE

\_\_\_\_\_  
INITIALS-APPLICANT

# HALL RENTAL DATA SHEET

Licensed Capacity 171

RENTER: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

BAR REQUESTED: YES NO

If bar requested:

NAME OF MEMBER: \_\_\_\_\_

MEMBERSHIP NUMBER: \_\_\_\_\_

MEMBER'S TELEPHONE: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

DAY OF RENTAL: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

HOURS OF RENTAL: \_\_\_\_\_ TO \_\_\_\_\_ (4 Hour Maximum)

DECORATION AND TABLE SET UP: \_\_\_\_\_ TO \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

AGES OF GROUP: TEENS \_\_\_\_\_

20-30s \_\_\_\_\_

30-50s \_\_\_\_\_

MIXED \_\_\_\_\_

POLICE OFFICER REQUIRED: YES NO

CHAPERONE(S) REQUIRED: YES NO

ENTERTAINMENT:

BAND: \_\_\_\_\_

DJ: \_\_\_\_\_

OTHER: \_\_\_\_\_

KITCHEN USE REQUESTED: YES NO

COOK: YES NO

CATERER: YES NO

BUFFET: YES NO

MEAL: YES NO

OTHER: YES NO

INITIALS-TRUSTEE

INITIALS-APPLICANT

## INSTRUCTIONS AND RESTRICTIONS

1. The function hall can be rented by anyone. However, the use of the Post's liquor license is restricted to events sponsored by members. (See attached restrictions.)
2. The balcony overlooking Legion Square is closed and off-limits per order of the City.
3. Hall rental cannot exceed four (4) hours, unless prior arrangements have been made.
4. The licensed capacity of the hall is 171. Maximum tale seating capacity with dance floor use is 150.
5. Table and chair set-up and arrangement is to be by the renter.
6. All paper goods and plastic ware is to be furnished by the renter.
7. Kitchen rental is separate from hall rental. The kitchen, when rented, can only be used for heat and serve purposes unless an American Legion furnished cook is present. Food and other items are to be removed by 10 A.M. of the following day unless other arrangements have been made.
8. Decorations are to be acquired and put up by the renter. Decorations will not be attached to any portion of the ceiling fan system, paintings hung on the walls or the spot lights. Use of confetti is prohibited. Decorations are to be taken down by 10 A.M. the following day unless other arrangements have been made.
9. All items, material, food, decorations, etc., left in the hall after 10 A.M. of the following day will become the property of the American Legion and will be disposed of at their discretion, unless other arrangements have been made.
10. After function clean-up of both the hall and kitchen will be accomplished by the American Legion.
11. Alcoholic beverages obtained by raffle during a function will not be opened in the hall.
12. Rental date is NOT confirmed until full fee is paid in advance.
13. Music volume will have to be kept at a reasonable level, especially when windows and doors are open.
14. All parking restrictions surrounding the American Legion Building must be observed by all attending. Violators will be tagged and towed. The St. John's Episcopal Church parking lot is available for parking by function attendees if the church has no function going on at the same time.
15. The introduction of alcohol or soft drinks into the hall from any outside source is prohibited unless prior approval of the Bar Manager has been received.
16. If the Renter fails to comply with the terms and conditions of paragraphs # 8 and 9, then the cost incurred by the Legion to perform same will be deducted from the security deposit in the amount of \$150.00.

I have been provided with a copy of these Instructions and Restrictions and agree to comply with same.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Renter/Applicant

**INSTRUCTIONS AND RESTRICTIONS FOR USE OF THE  
AMERICAN LEGION LIQUOR LICENSE**

1. The American Legion liquor license can only be used in the hall when the hall is rented or sponsored by a bonified American Legion member in good standing.
2. The member **MUST** be present for the duration of the function.
3. There can be no general public advertising of a function that does not include **MEMBERS AND GUESTS ONLY**.
4. The requirement for a police officer(s) and/or chaperone(s) is the prerogative of and at the discretion of the American Legion.
5. Empty bottles and cans dispensed from the bar remain the property of the American Legion and will be collected by the American Legion.
6. Alcoholic beverages obtained by raffle during a function will not be opened in the hall.
7. Alcoholic drinks will not be purchased at the bar and taken to a table to be consumed by a minor.
8. The introduction of alcohol or soft drinks into the hall from any outside source is prohibited unless prior approval of the Bar Manager has been received.

I have been provided with a copy of these Instructions and Restrictions and agree to comply with same

Dated: \_\_\_\_\_

\_\_\_\_\_  
Renter/Applicant