

Martel Roberge Function Center

Rollinsford, New Hampshire 03869

HALL RENTAL AGREEMENT

Lessee/Renter

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Is lessee/renter a member of Rollinsford American Legion Post #47? _____

Contact person if different from above: Name _____ Phone _____

Agrees to contract the _____ for a _____ on _____

from the hours of _____ to _____ . Number of guests expected _____

Room rental Fee: _____ Kitchen Usage Fee: _____

Gazebo Rental Fee: _____ Reserved From: _____ to _____

Projection Screen _____ Ceremony Chairs _____

Other Rentals _____

Total Fee _____ **less a deposit of** _____ **with a balance due of** _____

Bartender(s) Total: _____ *Bar payment due 30 days prior to event.*

- Room rental charges must be paid in full at least 30 days prior to the event date, or the contract may be voided.
- Deposits may be refunded upon cancellation, minus a \$100 cancellation fee. Any checks returned by the bank as uncashable, will be subject to a \$20 fee plus collection costs.
- A \$50 fee will be added to any event that does not request bar service.
- Discounts, per rental, are applicable to members of Post 47 in good standing. Post 47 members cannot rent a room at a reduced rate for any function not pertaining to their immediate family.
- Kitchen rentals include the use of the facilities and major appliances only. The use of utensils belonging to Post 47 is not allowed.
- Hall rentals for dances will be limited to a maximum capacity of: 375 in the Riverview Ballroom, 175 in Salmon Falls Hall and 50 in the Ladies Auxilliary Hall
- Lessee or renter is liable for all damages to facilities and furniture, and is liable for Legion property items lost or stolen during rental activity. Lessee or renters are not allowed to interfere in any way with the activities of the Post Lounge. All doors between the Rented Hall and the Lounge will be securely locked.
- A Double Fee is charged for hall rentals requiring an admission fee. Rollinsford Police Officer(s) will be required for all public (non-family) events.
- All guests must vacate the premises no later than 1/2 hour after contracted end time.
- No decorations may be attached or hung (taped or pinned) in facilities without prior approval of the hall representatives. With approval, decorations may be taped to woodwork or hung from light fixtures. Renter may decorate room the day prior to an event if no other function is scheduled.
- No one is allowed to adjust or tamper with thermostats.
- The Rental Party is responsible for the conduct of all guests during the function. American Legion Post 47, its officers and/or its Members, are not responsible for lost or stolen items.

Lessee/Renter

Date

MRFC Rep.

Date

888-838-MRFC
www.mrfuctioncenter.com