



Albert R. Atkinson, Jr. Post 210
P.O. Box 801, 315 North Street
Doylestown, PA 18901
www.doylestownpost210.org



Information regarding rental of our facility,

Our rental fee is \$70.00 per hour (9:00AM-11:00PM), (\$90.00 per hour after 11:00PM), 2-hour minimum and a (\$125.00) Security Deposit. Rental time includes your setup and cleanup time.

Our calendar is on our website to check for availability. Photos of the facility are also on our website. Our website is WWW.doylestownpost210.org

We have ten (10) 8-foot long rectangular tables (seats 8), seven (7) 6-foot tables (seats 6), and ten (10) 6-foot round tables (seats 8). Seating for 120 people. We do not provide linens or decorations.

You may bring your own caterer and alcohol. There is a refrigerator available for renter use. Most caterers bring hotplates, chafing dishes, etc.

If you have any question(s), please contact me.

Rick Fulginiti

Rentals

215-345-4170 (leave message please)

Rentals@doylestownpost210.org



**Albert R. Atkinson Jr.
American Legion Post 210 Inc.**

Guidelines for Hall Use

1. The Hall is to be used for the purpose(s) stated in 3a of the Hall Rental Agreement.
2. Do not use scotch tape, nails, staples, glue gun or duct tape on any Hall surface. Please use only painters masking tape or decorating putty for decorations.
3. Do not move or remove the fire extinguishers or tamper with breaker cabinets.
4. Liquid spills must be cleaned up immediately for safety purposes.
5. Do not drag, scoot, push, slide, or pull anything not on wheels across the floor surface.
6. Do not remove any Hall property from the building.
7. No one in the renting party is to stand on chairs or stand/sit on tables.
8. All trash incurred by the renter is to be removed and placed either in or by the trash container in the parking lot at the conclusion of the rental period.
9. **The Hall is located in a residential area and the Renter shall not conduct any parties or have loud conversations outside of the building. The Doylestown Borough noise ordinance shall be obeyed which limits all noise at the perimeter of the property to less than 70 dBa from 7:00 AM to 8:59 PM and 60 dBa from 9:00 PM to 6:59 AM.**
10. Smoking is not permitted inside the Hall in accordance with fire regulations. Candles other than battery powered are not permitted. Birthday or event cake candles which are briefly ignited and extinguished are permitted.
11. Events at the Hall shall at all times be supervised by someone over 21 years of age named in the agreement. This person also accepts full responsibility for the behavior of the event attendees.
12. Albert R. Atkinson Jr. Post 210 reserves the right to cancel and terminate any event at any time if the use of the Hall and/or the conduct of guests or outside service personnel violates these Guidelines or any city, county, state, or federal laws.
13. Heating and air conditioning appliances shall not be tampered with. Kitchen appliances (stove) shall not be used. There is a refrigerator designated for use.
14. Electronic devices may be used with prior coordination with a Legion representative. The TV requires a renter provided HDMI cable of at least 8 feet in length. The cable may be plugged into the HDMI outlet on the wall. Using the remote, select HDMI 1 as the source.
15. Ceiling fans are adjusted with a remote which is mounted to the wall at the lower right-hand corner of the TV in the hall. Directions will be provided by the staff at opening.



**Albert R. Atkinson Jr.
American Legion Post 210 Inc.
Hall Rental Agreement**

1. The Property

- a. The property to be rented is the Albert R. Atkinson Jr. Post 210 Hall (hereinafter referred to as the "Hall") located at 315 North Street, Doylestown, PA 18901. The property also includes a parking lot located at the rear of The Hall. This rental agreement includes the use of the second floor only of the Hall.
- b. This agreement also includes use of the tables and chairs that belong to the Hall. Their use is restricted to inside the Hall only. Alcohol brought on the property is the responsibility of the renter.

2. Rental period

- a. The Renter agrees to rent the Hall for a period of time not to exceed [redacted] hours on [redacted], 2024.
- b. The rental times shall be from [redacted] to [redacted] on the date specified in 2a.
The rental time shall include setup, the event, and clean up by the Renter.
- c. Additional rental time can be arranged at additional cost at the discretion of Albert R. Atkinson Jr. Post 210.

3. Purpose of the rental

- a. The purpose of the rental shall be a [redacted].

4. Rental terms

- a. The Renter agrees to pay the sum of \$ [redacted].00 (**\$70.00/hr., \$90.00/hr. after 11:00PM**) for the rental period defined in 2a, plus a **\$125.00** security deposit. A down payment of 50% of the total rental amount shall be paid at the signing of the rental agreement and the balance paid at least two weeks prior to the event unless waived by Albert R. Atkinson Jr. Post 210 at its discretion.
- b. The rental sum shall be paid **prior** to the event taking place.
- c. Payment shall be made by money order, or check only. Checks are to be made payable to **American Legion Post 210** and shall be delivered with this agreement in person by prior agreement or mailed in advance to:

Rentals
American Legion Post 210
315 North Street
Doylestown, PA 18901
(215-345-4170, pls leave message)

- 5. The Renter agrees to abide by the Guidelines for Hall Use.
- 6. The Renter assumes full responsibility for the condition of all facilities and equipment used, and shall return the same at the end of the rental period in the same order, condition, and repair as when possession was received.

I agree to the terms set forth in this Agreement and certify that I have read, understand, and will comply with the Guidelines for Hall Use. I further certify that I am over 21 years of age and authorized to act as part of the entity renting the hall.

Renter: _____ Date: _____

Phone: _____ Email: _____

Albert R. Atkinson Jr. Post 210 _____ Date: _____