



**Albert R. Atkinson, Jr.
American Legion Post 210, Inc.
Audio/Visual Room Rental Agreement**

1. The Property

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

2. Rental Period

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

3. Purpose of Rental

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

4. Rental Terms

- a. The Renter agrees to pay the sum of \$ _____ (**\$150/hr.** for the rental period defined in 2a, plus a **\$175.00 security deposit**, which is refundable if the Renter meets Audio/Visual Room Rental Guidelines. 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

- 5. The Renter agrees to abide by the Audio/Visual Room Guidelines for 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 and condition as when possession is taken.

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

Note: If the renter leaves the building before the schedule end time before the Post 210 representative arrives for closure and leaves the building empty. The Renter will forfeit their security.

Renter: _____ Date: _____

Phone: _____ Email: _____

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