

American Legion Post 262

20 East Chestnut St. Audubon,

NJ 08106

RENTAL AGREEMENT

This agreement made on the _____(day) of _____(month), _____(year) and between _____(name of Lessee), herein after known as the Lessee, and the AMERICAN LEGION POST 262, hereinafter known as the Lessor.

The Lessor hereby leases the Post 262 hall for _____(occasion) from the hours of _____ on the _____(day) of _____(month), _____(year).

It is mutually agreed as follows:

1. Any damage to the building grounds, furniture, equipment or other property of the Lessor, shall be paid for by the Lessee. Hall rental time: Lessee has access on morning of rental date and must vacate premises by midnight of signed rental agreement completed by Lessee, indicated above.
2. The Lessee shall at no time SELL intoxicating beverages on the premises whether or not a temporary State Permit is obtained. No intoxicating beverages shall be served to minors; Lessee shall be fully responsible for any adverse consequences of serving intoxicating beverages to their guests.
3. It shall be the responsibility of the Lessee to make their own arrangements for setting up and taking down tables, chairs, decorations, etc. All hall tables, chairs, kitchen materials will be returned to original state upon prior set-up of rental occasion. The hall, including kitchen and bathroom will be cleaned, counters cleaned, floors swept and mopped.
 - No tape will be used on the walls/painted services/pictures/plaques (may use painter's tape ONLY)
 - No bubble gum will be used in the hall
 - No confetti or glitter (if found on floor, this will be a cleaning cost from deposit)
4. The Lessor shall not be responsible for articles left in the building or parking lot, or for loss by fire or theft. Parking in the lot and Chestnut St only. No parking on Atlantic Ave unless in baseball lot along train tracks.
5. The Lessor shall conduct their affair in and on the premises in an orderly manner. In the event of any disorder or disturbances caused by the Lessee or their guests, the Lessor shall have the right to terminate this agreement and close the hall. The rental paid shall be deemed forfeited and no part thereof shall be refunded to the Lessee.
6. Parking is permitted on the lot.
7. The Lessee shall not sub-let this hall for any reason.
8. In the event said contract should be cancelled by the Lessee, the Lessor will not refund any part of the deposit unless 8 or more days prior notice is received at 50% of deposit total; seven (7) days or less notice, the Lessee forfeits any return of the deposit. In the event of building damage prior to the agreed rental date, the Lessee shall receive 100% refund of deposit.
9. The Lessee agrees:

- A. To pay the sum of \$400 for the use of the hall for the hours referred to herein, week prior to the event.
- B. A security deposit of \$100 shall be made at the signing of this contract. Pending inspection of the hall and discretion by officer in charge reference #3 in this contract, the deposit shall be reimbursable to the Lessee listed on this contract. The Lessee shall be responsible for the light cleaning of the hall after the event. If any damage or unclean property is found, the entire \$100 deposit shall be kept by the Legion for application to repairs or cleaning of hall.
- C. Written or verbal cancellation seven (7) days or less prior to reserved date, lessee forfeits the \$100 deposit
- D. Written or verbal cancellation eight (8) or more days prior to the reserved date forfeits half of the deposit, or \$50. \$50 will be returned to lessee with written notice by lessee.

Lessee (name):

Address:

Phone:

Email:

Signature of Lessee: _____ Date: _____ Deposit: _____

Full Payment Amt: _____ Date: _____

Lessor Rep: Sara Barry

Phone: 609.352.7848

Email: swhitern50@msn.com

Printed Name and signature of witness Legionnaire:

Name	Signature	Date
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as of January 2026