



Otis Sampson American Legion Post 59

Stoughton, Wisconsin

American Legion Post 59 Clubhouse Facilities Rental Guidelines

The American Legion Post 59, 803 N Page St, Stoughton WI, makes its clubhouse facilities available to individuals, organizations, and business entities for the purpose of holding social events, meetings, and business-related activities for rental on a one-day basis or a regularly scheduled weekly, monthly, or annual basis. Post 59 retains the right to refuse clubhouse rental to any individual, organization, or business.

Description of Facilities

The American Legion Post 59 clubhouse facilities include:

- Clubhouse & Bar: full dining area equipped with table and chair set-up, full bar area, maximum capacity of 150 persons.
- Kitchen equipment available for use during rental: microwave, sinks, refrigerator, freezer, and large prep areas.

Responsibilities of Renter

- The individual signing the rental agreement must be an adult, over the age of 18. And is considered the responsible party. This person is responsible for upholding the terms of the rental agreement, clean-up, and returning all items in the hall to **pre-event condition**. A rental agreement is required for all events scheduled at Post 59.
- The responsible party will be held liable for any damages.
- All minors must be accompanied by parent or legal guardian.
- Individuals attending the event who are under age 21 are not allowed in the bar area without a parent or legal guardian. And are not allowed to consume alcoholic beverages on the premises or be served alcoholic beverages in the bar.
- Individuals attending the event who are under age 18 are not allowed to vape, smoke, or use other tobacco products while on Post 59 premises. Absolutely **NO VAPING OR SMOKING** inside the building. (Wisconsin Act 12, s. 101.123, Stats).
- The conduct of all individuals attending the event is the responsibility of the responsible party. Each individual must be in strict compliance with City of Stoughton ordinances and State and County laws applying to capacity, consumption of alcohol and public decorum. (Public decorum relates to speech, dress, and individual acts while on Post 59 property) Any individual that does not comply will be asked to leave the premises.
- All individuals attending must respect The American Legion, Post 59.
- All individuals attending the event must respect the property and home environments of Post 59's neighbors.
- Alcoholic beverages are allowed outside in the fenced in area next to the parking lot only. (City of Stoughton Ordinance)

Usage Fees

Security Deposit: \$250.00

All individuals, organization or business are required to submit a security deposit. The security deposit is due upon confirmation of rental date, along with a signed rental agreement. The clubhouse must be cleaned to **pre-event conditions** before the security deposit will be returned. The post retains the right to return only a portion of the deposit if additional cleaning is needed after the event. **Make checks payable to: The American Legion Post 59.**

	<u>Members</u>	<u>Non-Members</u>
Hall Rental	\$125.00	\$200.00

To qualify for the member rate, the individual must be an active member for at least 6 months prior to the rental. The member rate is for active members and immediate family only.

Bar Services

All beverages consumed on Post 59 property must be purchased through The American Legion, Post 59. **No Carry-Ins.**

- Post 59 will assign a licensed bartender to staff the bar during the event. This is the only individual allowed behind the bar for the purpose of dispensing any beverages. Parties of 100 or more will require 2 bartenders.
- Beverages available: Liquor, beer, soda, wine, juice, and other malted beverages.
- Large quantities of beer can be ordered for an additional fee. Prices vary depending on selection and must be ordered 3 weeks in advance. Beer prices are subject to change due to vendor pricing.
- Beer prices charged will be the current price at the time you pay for the beer. A ¼ barrel serves approximately 82-12oz glasses. A ½ barrel serves approximately 165-12oz glasses.
- There is no refund for any unused beer you purchase.

Event Scheduling

- The American Legion Post 59 building will be open to the responsible party at the designated time on the day of the event.
- An end time must be set for the event and must be followed by all parties involved.
- Post 59 premises must be closed to the public and empty by 2:00am (2:30am on Friday & Saturday) according to the City of Stoughton Ordinances.

Decorating

Reasonable allowances will be made for decorating. All decorations must be removed at the end of the event.

- No confetti or glitter is allowed
- No tacks or staples on any building surfaces
- Video display equipment is available upon request

Food

Post 59 allows food (not beverages) to be brought in by either the responsible party or a caterer. *The responsible party must supply the plates, cups, table coverings, utensils, etc.* Any and all leftover food items must be removed from the hall and kitchen at the end of the event.

Clean Up

The American Legion Post 59 must be returned to **pre-event condition**. This includes: **1.** replacing the tables and chairs to their original placement. **2.** Sweeping and if necessary wet mopping the floor. Dry and wet mops are available. **3.** Dispose of trash in the hall and kitchen. A large dumpster is located at the far end of the parking lot. **4.** If used, the kitchen must be cleaned and returned to pre-event condition. **5.** Any and all leftover food must be cleaned out of the kitchen and hall at the end of the event. Any items remaining will become the property of The American Legion, Post 59.

Liabilities & Damages

The renter will be liable for any physical damages done to Post 59 property including, but not limited to, burn damage from smoking materials or candles, broken furniture, or fixtures from inappropriate usage. The renter agrees, by signing the rental agreement, to hold Post 59 and its members harmless against any form of liability for mishaps, accidents, acts, or personal interactions that may result in harm to a person or persons attending the event.

Cancellation Policy

If the event is cancelled less than 30 days prior to the event, 100% of the hall rental fee will be forfeited unless other arrangements have been made with the rental agent.

Return rental agreement to:

Otis Sampson American Legion Post 59
803 North Page Street

Stoughton WI 53589 **Questions?** Please contact Post 59 @ 608-205-9090 or post59hallrental@gmail.com