



**American Legion Post 500**  
 1926 N. Georgetown Road  
 Speedway, IN 46224  
 Main number: 317-244-9625

**For Office Use Only**

Paid \$ \_\_\_\_\_

Date: \_\_\_\_\_

Cash    Check    Credit

Deposit \$ \_\_\_\_\_

**RENTAL ROOM CONTRACT**

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Select One:

\_\_\_\_\_ \$50, for Post 500 American Legion Members

\_\_\_\_\_ \$100, for American Legion Members of a different Post

\_\_\_\_\_ \$200, for non-American Legion Members

There is a deposit fee of \$125, which is refundable if everything is returned to it's normal state after the event.

**Food Options:**

- Finger Food Platters - \$9.25 per person
- Fried Chicken Dinner - \$11.00 per person
- Pasta Bar Dinner - \$11.75 per person
- Grilled Chicken - \$13.00 per person

We can also offer different meal items - typically the price will be higher than the above rates.

20% gratuity and 9% tax will be added to all parties.

## Rental Room Agreement

10-seat rectangle tables are used for events. If you prefer 8-seat round tables - the fee is \$150. Post 500 rents our room in 4-hour increments.

Due to Post 500 having a commercial kitchen and us needing to follow State Board of Health laws, no outside food, drink or ice is allowed. If you want a dessert, it will need to come from a venue that also follows State Board of Health Laws. No exceptions please. Post 500 follows State Board of Health laws on how long food can sit out. We will put out and pick up your food within these guidelines. Any food left on buffet line will be returned to kitchen. No carry out food will be allowed.

Post 500 provides their own dishes, napkins and silverware for the meals. If you are bringing in a dessert, you will need to bring in your own plates, napkins, plastic silverware, etc.

Post 500 charges \$5 per table cover - you can bring in your own. They are normally available for \$1.00 at the Dollar Tree store.

You may want to have a bartender at your event. If you choose to do so, the charge is \$20 an hour.

Post 500 prefers you not use the side door. If you choose to use the side door, you and your guests will lose any air conditioning and heat in seconds. Opening those doors can ruin your event.

The room will be given to you clean with empty trash bins. At the end of the night, we require you gather trash and take to the trash bins. The room must have no messes or spills left over.

I agree to these set of fees and rules of the room rental agreement.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Club Manager Name)

\_\_\_\_\_  
(Signature of Renter)

\_\_\_\_\_  
(Signature of Club Manager)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

**Thank you for choosing the American Legion, Post 500, to host your event.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_