

How did you hear about us?

The American Legion

Event Coordinator: Mary Ricci

407.295.2631 ext 232 FAX: 407.299.0901

mricci@floridalegion.org www.floridalegion.org

Room Rental Worksheet

THIS IS NOT A CONTRACT

Name _____ Phone _____

Address _____ email _____

Date _____ Time _____ # of people _____

Deposit - Holds room for the desired date and is **NOT** used towards balance of rental. (Refundable **AFTER** the event)

One room - \$250
Two rooms - \$300
Full Room - \$400
Projector & Screen - \$500
Screen - \$200

Rental Rates - Apply 6.5% sales tax. Ask about 25% discount.

Prices below includes 6 hours of time, chairs & tables, basic clean up, set up & take down of chairs & tables, use of foyer & kitchen.

No event to go past 2:00am (this includes clean up) |

One room - Up to 100 people - \$500.00
Two rooms - Up to 170 people - \$800.00
Full Room: Up to 250 people - \$1100.00
Day before included in fee

Contract signed by (date): _____
(2 months prior)

1/2 due by _____ Final payment due _____
(6 weeks prior) (4 weeks prior)

Room Layout due by: _____

_____ Day before rental time to decorate ONLY, (When available) Mon – Fri 9:00am to 4:00pm. Must be purchased when deposit is made. - \$150.00 (non refundable)

_____ Set up/ Clean up time \$35.00 per _____ hours = _____ Must be purchased when contract is signed. (Clean up is refundable if not used)

_____ Additional rental time \$75.00 per hour. Must be purchased when contract is signed.

_____ Hard Wood Dance Floor (16 X16) - \$150 _____ Podium with microphone - \$50.00

_____ Screen & or Projector - \$50.00 _____ Podium _____ Bar (1 or 2) no charge

BY APPOINTMENT ONLY