

The American Legion Banquet Hall

Room Rental Worksheet

****NOT A CONTRACT****

Name _____ Phone _____

Address _____ Email _____

Event Date _____ Time _____ # of people _____

Contract signed by (date): _____ (2 months prior)	
½ payment due _____ (Due at contract signing)	Final payment due _____ (4 weeks prior)
Room Layout due by: _____ (1 week prior)	

Security Deposit - Holds room for the desired date and is not used towards balance of rental. Event dates are first come, first serve. (Deposit is refundable 30 days after the event)

- One Room - \$250
- Two Rooms - \$300
- Full Room - \$400

Rental Rates - Apply 6.5% sales tax

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 1:00am (this includes clean up)

One Room - Up to 100 people - \$600

Two Rooms - Up to 170 people - \$900

Full Room - Up to 200 people - \$1,200 (Day before rental included)

☐ Day before rental time, Friday: 9:00am to 4:00pm - \$150 (*nonrefundable - time not negotiable*)

☐ Additional rental time \$50 x ____ hours = _____

☐ Hard Wood Dance Floor (18x19) - \$150

☐ Podium - \$25 ☐ Podium with microphone - \$50

☐ Rollaway Bar - \$50 ☐ 30" High Cocktail Table - \$10 each

☐ Bar Package- \$75 (Includes Rollaway Bar and (4) High Cocktail Tables)

1912A Lee Road, Orlando, FL 32810
Event Coordinator: Jennifer Schneidau
407.295.2631 ext. 232 FAX: 407.299.0901
jschneidau@floridalegion.org www.floridalegion.org/about/hall-rental