



**AMERICAN LEGION POST 490, INC.**

**Since 1947**

**The Largest American Legion Post in the State of Texas**

**The Second Largest State in the Union**

11702 Galveston Road

Houston, TX 77034

Hall Coordinator: Wendell F. Denney

Office: (281) 481-1179

Fax: (281) 481-0257

Club: (281) 481-5686

Cell: (713) 515-8267

Date of Contract Signing: \_\_\_\_\_

Date of Scheduled Hall Rental: \_\_\_\_\_

Type of Event: \_\_\_\_\_

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

Event Start Time: \_\_\_\_\_

Event Closing Time: \_\_\_\_\_

Hall Renter: \_\_\_\_\_

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

Contact Phone: (\_\_\_\_) \_\_\_\_\_

Contact Cellular: (\_\_\_\_) \_\_\_\_\_

Post 490 Membership Card Number: (If applicable) \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Hall Rental Coordinator: \_\_\_\_\_

**Hall Statistics:**

Capacity: (299) Projection Equip (1)

Tables: (23) Round 6' and (16) Rectangular 2.5' x 6' P A System (1)

Chairs: (300) Metal Folding Bar: (1)

Restrooms: (1) Men's (1) Women's Stage: (1)

Licensed to: **To sell beer, wine, liquor, champagne, soda, water**

Catering: Post 490 Catering available upon request.

Access: Monday through Sunday (11:00 am to Midnight)

If there is no scheduled event on the day prior to the rental date, renter may come the day before to decorate and set up, if they confirm with Hall Coordinator on Monday prior to Hall Rental.

**A: FEES**

**All fees are to be made payable to “American Legion Post 490”**

**1) Deposit:**

Deposit is required at the time of contract signing. **Checks will be deposited.** The deposit will be returned to Renter when the “after event” inspection of the Hall is complete. In the event of cancellation of Hall Rental, the deposit will be **forfeited** to Post, unless the Hall Rental Coordinator is officially notified within seven (7) days from the date of signing of the contract. The Deposit will be refunded only to the person whose name is on the rental receipt.

**Circle One: Hold (or) Mail** Deposit after event. **Renter’s Initials \_\_\_\_\_** Fee : \$ **200.00**

**2) Hall Rental Fee:**

The Contract Total Fee is due not later than seven (7) days prior to the scheduled event.

(Non-Member) **Renter’s Initials \_\_\_\_\_** Fee Amount \$ **975.00**

(Member – Current) **Renter’s Initials \_\_\_\_\_** Fee Amount \$ **487.50**

**N.B. Member must be current and a member at least 1 year.**

**Member Rate to include immediate Family only.**

**3) Cleaning:**

The renter must remove all “left-over” good food when he /she leaves the premises. All remaining cleaning to be accomplished by American Legion Post 490 staff.

Fee Amount: **Included**

**4) Kitchen Fee:**

No admission or usage of the Kitchen or any of its tools or appliances are permitted. Failure to comply with this regulation will result in total loss of your deposit.

If food is catered in, then there is a 10% charge on the caterer’s invoice..

**5) Alcohol Consumption Fee:**

**6)**

**a) Staff Personnel**

This provides for two (2) Staff Personnel on duty, (\$20.00) each per hour, with a minimum of four (4) hours). This must be paid seven (7) days prior to the scheduled event. Anyone wishing to stay beyond midnight (Saturday night only) must request permission from the Hall Rental Coordinator. The Fee for 12:00 am to 1:00 am is \$ **40** per hour for each of the Security Personnel (\$80.00 for both).and paid directly to the Staff Personnel at the time of arrangement.

From: \_\_\_\_pm to \_\_\_\_ pm/am **Renter’s Initials \_\_\_\_\_** Hours (8) Fee Amount: \$ **160.00**

**b) Bar Tender**

From: \_\_\_\_pm to \_\_\_\_ pm/am **Renter’s Initials \_\_\_\_\_** Fee Amount: **Included**

**c) Bar**

Hosted: (Yes) or (No) If yes, how much?  
Cash Bar: (Yes) or (No) Patrons pay for drinks. Fee Amount: \$ \_\_\_\_\_

Keg Beer (Domestic): **\$250.00 (each)**  
Miller / Miller Lite \_ Bud / Bud Lite\_ Coors / Coors Light \_  
Keg Beer (Import): **\$290.00 (each)**  
Dos XX \_ Shiner \_ Import \_\_\_\_\_  
Total Keg Beer Fee: \$ \_\_\_\_\_

If Renter wishes to “Host” the bar tab, this must be paid up-front to the Post before the function begins. There is absolutely “**NO**” beer, wine, liquor, champagne, soda, or water, or anything that we sell allowed to be brought into the Hall by the Renter or any of their guests **at any time** during the rental period. Removal of guest and item will be made immediately by Security Personnel. Total Deposit will be forfeited. **Renter’s Initials: \_\_\_\_\_**

**5) Entertainment**

If Renter wishes to bring in any musical entertainment, the entertainer must provide documentation that they are compliant with music industry licensing requirements, such as “BMI” **Renter’s Initials \_\_\_\_\_**

**6) R V Parking**

Daily (\$15.00) From: \_\_\_\_\_ to \_\_\_\_\_  
Weekly (\$90.00) From: \_\_\_\_\_ to \_\_\_\_\_  
Monthly (\$300.00) From: \_\_\_\_\_ to \_\_\_\_\_

**Renter’s Initials: \_\_\_\_\_** Fee Amount: \_\_\_\_\_

**B: HALL RULES & REGULATIONS**

**Rules and Regulations:**

- 1) Sub-leasing / rental of this facility is Prohibited. **Initials \_\_\_\_\_**
- 2) The Renter is required to be at the facility during the entire event. If not, total deposit will be forfeited. **Initials \_\_\_\_\_**
- 3) The Renter must provide to Post 490 a list of all guests prior to rental period. This must be accomplished at least seven days prior to rental date. Any guests not included on the list must sign in at time of entry with Security Personnel. **Initials \_\_\_\_\_**
- 4) The Renter and their guests will **not** bring in any **beer, wine, liquor, champagne, soda, or water of any nature** or anything that we sell at any time during the Hall Rental period. These items must be purchased from Post 490. If the renter violates this rule by bringing in any of these items, deposit will be forfeited to the Post. **Initials \_\_\_\_\_**

- 5) The Renter may be given access to the Hall, for decorating, on the day before the scheduled event, if there is no scheduled event on that day and prior arrangements are made with Hall Rental Coordinator. Initials \_\_\_\_\_
- 6) The last call from the bar will be at 11:30 pm. The Event must be over and all guests and band members must be out of the Hall by 12:00 midnight. Renter is required to remove all personal belongings, decorations, musical equipment, prior to 12:00 midnight. Prior arrangements must be made, if overnight storage is required. Initials \_\_\_\_\_
- 7) Projection equipment and PA system rental are available. The Rental rate for each is \$50.00 per day. Initials \_\_\_\_\_
- 8) Security Personnel must be present during alcoholic consumption. Initials \_\_\_\_\_
- 9) Guests must park in designated parking area on the south side of the building only. Initials \_\_\_\_\_
- 10) The use of tacks, nails, pins, transparent tape or staples to affix function decorations is prohibited. Masking tape is permitted **only on the metal portions of the ceiling or walls**. Violation of decorations used could cause forfeiture of entire deposit. If you have questions about decorations to be used, please ask for approval prior to use. Initials \_\_\_\_\_
- 11) All decorations must be fire retardant. Initials \_\_\_\_\_
- 12) The Renter is responsible for taking down all their decorations and removing along with balloons or floating objects. No balloons can be put up the night before the event, because of motion detectors. Initials \_\_\_\_\_
- 13) All exterior doors must be kept closed at all times during the event. This is to insure that noise is kept at a minimal level and that the heating or cooling is kept at an efficient usage level. The noise level is 90 decibels. The Security Personnel have hand-held decibel level meters and will advise Renter when level is exceeded. The same level applies to the Club. Initials \_\_\_\_\_
- 14) No bird seed, rice, or confetti may be thrown inside the Hall. Initials \_\_\_\_\_
- 15) The Renter is responsible for the behavior of their guests. Initials \_\_\_\_\_
- 16) No Hall Renter or Guest will be allowed inside the Post 490 Private Clubroom area, unless they are a current member of Post 490, a guest of a current Post 490 member, or they sign in at the Front Door. This will result in the forfeiture of the deposit. It is in violation of American Legion Post 490 By-laws. Initials \_\_\_\_\_
- 17) Post has the right to refuse service to anyone. Any person acting in a rude or disorderly manner will be asked to leave the Property. Initials \_\_\_\_\_

- 18) The Renter may not block any of the three (3) Fire Exits with tables, chairs, or decorations. This is a strict Houston Fire Code Regulation. Initials \_\_\_\_\_
- 19) Anyone purchasing or consuming alcoholic beverages on the Post Property must be twenty-one (21) years of age and have a valid State driver's license or State ID. Initials \_\_\_\_\_
- 20) The renter, band members, or guests will not tamper with our electrical systems, breakers, or electrical outlets. Initials \_\_\_\_\_
- 21) Post will not be held responsible for items left in the Hall following the event. Initials \_\_\_\_\_
- 22) The Post will not be responsible for accidents, personal injuries, or damages to automobiles in the parking lot. Initials \_\_\_\_\_
- 23) The Renter will hold harmless American Legion Post 490 for any accidents or injuries sustained by any of the Renter's or Guest's negligence, intoxication, mis-behavior, or poor judgement. Initials \_\_\_\_\_
- 24) Use of grills, barbecue pits, etc. is not authorized on Post property without the express approval of the Post. Initials \_\_\_\_\_
- 25) Ice is available for sale only (\$1.25 per bag). Must be ordered at time of contract signing only. Initials \_\_\_\_\_
- 26) Parking area must be left free of cans, bottles and debris. Initials \_\_\_\_\_
- 27) **No Smoking anywhere inside the Post**
- 28) . Guests must go outside. Smoking "Butt" kits are provided. They must be used. Excess trash or cigarette butts in the area adjacent to the hall will be cause for loss of deposit. Initials \_\_\_\_\_

**C: "Ted Jones" Galley Menu**

Seafood:

Catfish (9 Oz), French Fries, Onion Rings, Hush Puppies, Cole Slaw, Mac & Cheese \$11.00

Chicken:

Chicken & Dumplings (Bowl) \$4.00  
 Baked Chicken Quarter, Mashed Potatoes w/gravy, Corn, Green Salad, Roll \$10.00  
 Grilled Chicken Alfredo w/ Noodles, Garlic Bread, Green Salad, Roll \$10.00  
 BBQ Chicken, Baked Beans, Cole Slaw, Texas Toast w/trimmings \$11.00

Pork:

Link Sausage, Boiled Potato, Baked Beans, Bread, Salad \$9.50  
 Stuffed Pork Loin, Mashed Potatoes w/gravy, Pinto Beans, Roll \$10.00  
 Pork Steak, Mashed Potatoes w/Mushroom Gravy, Green Beans, Mixed Green Salad \$10.00  
 BBQ Ribs, Baked Beans, Cole Slaw, Texas Toast w/trimmings \$12.00  
 Baby Back Ribs, Potato Salad, Baked Beans, Texas Toast \$11.00

Beef:

Meat Loaf, Mashed Potatoes w/mushroom gravy, Green Beans, Roll, Butter \$10.00

|   |                    |
|---|--------------------|
| BBQ Brisket, Baked Beans, Cole Slaw, Texas Toast w/trimmings  | \$11.00            |
| Salisbury steak, Mashed Potatoes w/mushroom gravy, Corn, Roll, Butter   | \$10.00            |
| Roast Beef, Scalloped Potatoes, Toss Salad, Roll, Butter  | \$10.00            |
| Steak (10 oz.), Baked Potato w/trimmings, Mixed Vegetable, Salad, Roll, Butter  | \$14.00            |
| <b><u>Mexican:</u></b>  |                    |
| Taco, Beef (or) Chicken, Flour Tortilla w/ Cheese, Lettuce, Salsa, Sour Cream, Diced Tomatoes, Taco Sauce, Tortilla Chips, Rice & Refried Beans | \$10.00            |
| <b><u>Italian:</u></b>  |                    |
| Spaghetti with Meatballs, Garlic Bread, Tossed (or) Mixed Green Salad   | \$9.50             |
| Lasagna, Garlic Bread, Tossed (or) Mixed Green Salad  | \$10.00            |
| <b><u>BBQ:</u></b>  |                    |
| BBQ Plate:  |                    |
| Brisket, Baked Beans, Cole Slaw, Texas Toast w/trimmings  | \$11.00            |
| Ribs, Baked Beans, Cole Slaw, Texas Toast w/trimmings   | \$11.00            |
| Chicken, Baked Beans, Cole Slaw, Texas Toast w/trimmings  | \$11.00            |
| Two meats   | \$13.00            |
| All three meats   | \$15.00            |
| <b><u>Baked Potato</u></b>  |                    |
| (Choice of Four toppings)   |                    |
| Chili, Cheddar Cheese, Chopped Onions, Broccoli, Bacon, Ham, Mushrooms, Black Olives  |                    |
| Includes: Butter and Sour Cream   | \$9.00             |
| <b><u>Continental Breakfast:</u></b>  |                    |
| Choose two items: Donuts, Muffins, Bagels, or Danishes Fruit, Juice, Coffee   | \$6.50             |
| <b><u>Breakfast Buffet:</u></b>   |                    |
| Scrambled Eggs, Sausage, Biscuits, Gravy, Hash Browns, Butter, Jelly, Coffee, Juice   | \$8.50             |
| <b><u>Deluxe Breakfast Buffet:</u></b>  |                    |
| Scrambled Eggs, Bacon, Sausage, Biscuits, Gravy, Hash Browns, Pancakes, Syrup, Jelly, Fruit Milk, Coffee, Juice                                 | \$10.00            |
| <b><u>Lunch:</u></b>  |                    |
| Coffee  | \$0.75             |
| Tea   | \$1.50             |
| Soda (Can)  | \$1.50             |
| Water (Bottled)   | \$1.25             |
| Popcorn   | \$1.50             |
| Cajun Ball (Shrimp & Crab)  | \$2.50             |
| Hot Dog & Chips   | \$6.00             |
| Mozzarella Sticks   | \$3.50             |
| Hamburger (or) Cheeseburger w/chips   | \$7.00             |
| Double  | \$9.00             |
| Sampler Plate   | \$7.00             |
| Chicken Wings   | \$7.00             |
| Any Soup and Sub (or) Panini Sandwich   | \$7.50             |
| Pizza (Meat Lovers Deluxe, 12")   | \$9.00             |
| <b><u>Box Lunch:</u></b>  |                    |
| Includes: Choice of Sandwich: Tuna Salad, Chicken Salad, Club, or Garden Veggie   |                    |
| Served on Choice of Croissant or 7" Deli Roll   |                    |
| Choice of Salad: Potato, Cole Slaw, Macaroni  |                    |
| Chips, and Cookie   | \$8.50             |
| <b><u>Dessert:</u></b>  |                    |
| Plain Cheesecake  | \$4.00             |
| With choice of one (1) Topping  | \$5.00             |
| Apple, Cherry, or Pumpkin Pie   | \$3.00             |
| Chocolate Chip, Oatmeal, Raisin or Sugar Cookie   | \$1.00             |
| Frosted Brownies  | \$2.00             |
| Apple, Cherry or Blueberry Baked Fruit Crisp  | \$3.00             |
| With Ice Cream  | \$4.00             |
| <b><u>Meat &amp; Cheese Trays:</u></b>  |                    |
| 12", 16", 18" w (or) w/o buns, includes condiments  | Price upon Request |
| Note: 12" feeds up to 15 people   |                    |
| 16" feeds up to 25 people   |                    |
| 18" feeds up to 35 people   |                    |

Vegetable Trays:

12", 16", 18" w (or) w/o buns, includes condiments  
Note: 12" feeds up to 15 people  
16" feeds up to 25 people  
18" feeds up to 35 people

Price upon Request

Thanksgiving (or) Christmas Dinner:

Turkey, Ham, Dressing, Broccoli w/rice, Sweet Potatoes, Mashed Potatoes w/gravy, Yams, Green Bean Casserole, Cranberries, Dessert  
Price upon Request

Beer:

Domestic (Can / Bottle) \$ 3.50.  
Import (Can / Bottle) \$ 4.50  
Domestic (Draft – 12 oz.) \$ 2.50  
Import (Draft – 12 oz.) \$ 4.00  
Domestic (Pitcher) \$14.00  
Import (Pitcher) \$18.50

Wine:

Range from \$4.00 and up depending on wine requested. Prices available on request

**NOTE WELL: All Price Subject to Change without Notice.**

|  |                  |
|--|------------------|
| <b>Deposit</b>                         | \$ <u>200.00</u> |
| <b>Hall Rental</b>                     | \$ <u>975.00</u> |
| <b>Catered Food Surcharge – 10%</b>    | \$ _____         |
| <b>Security</b>                        | \$ <u>160.00</u> |
| <b>Ice (\$1.25 per Bag)</b>            | \$ _____         |
| <b>Entertainment</b>                   | \$ _____         |
| <b>Beer Kegs – (Domestic)</b>          | \$ _____         |
| <b>Beer Kegs – (Import)</b>            | \$ _____         |
| <b>Hosted Bar</b>                      | \$ _____         |
| <b>Steam Table - \$125/day</b>         | \$ _____         |
| <b>Projection Equipment - \$50/day</b> | \$ _____         |
| <b>P A System - \$50/day</b>           | \$ _____         |
| <b>R V Parking – 15/90/300</b>         | \$ _____         |

**Catered Food  
Menu:**

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\$ \_\_\_\_\_

|                                      |          |
|--------------------------------------|----------|
| <b>Sales Tax Food (8.25%)</b>        | \$ _____ |
| <b>Sales Tax Hosted Bar (14.95%)</b> | \$ _____ |
| <b>Sales Tax Keg Beer (14.95%)</b>   | \$ _____ |
| <b>Total Hall Rental Contract:</b>   | \$ _____ |

**Paid this Date:** \_\_\_\_\_ \$ \_\_\_\_\_

**Total Fee Due– (7) Days prior** \_\_\_\_\_ \$ \_\_\_\_\_

Any violation or non-support of these rules by the Renter will indicate breach of contract and Renter will forfeit deposit and be asked to leave the Post Property immediately. I have read and understand and agree to all the rule and regulations stated in this contract.

Renter's Signature: \_\_\_\_\_

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

Post Representative: \_\_\_\_\_