

Calamus American Legion Community Organization (CALCO)

201 Main St. Calamus, IA 52729

Please mail check to: PO Box 72, Calamus, IA 52729

CALCO BUILDING RENTAL CONTRACT

I request to reserve the CALCO building for the purpose of holding a _____
event on _____, 20__ for the hours of _____.

Signed: _____ Date: _____

- () I request to reserve the Upper Hall. \$200 for One Day
() I request to reserve the lower level and kitchen. \$100 for One Day
() I request to reserve ___ additional days **before** the event. \$20/day additional
() I request to reserve ___ additional days **after** the event. \$20/day additional
() Damages Security/Reservation Deposit. \$50 at time of booking

This deposit will be returned upon event completion provided the facility is broom clean, chairs are placed on top of tables, and there is not facility damage. If there is damage to the property or contents, or if cleaning is required, the deposit will be used toward offsetting cleaning or repair costs plus you will be responsible to pay for any extra damage repairs. Deposit if NON-REFUNDABLE if event is cancelled.

() Rental fee paid is \$ _____. NOTE Rental fee must be paid in FULL prior to any set-up activities.

() Best time to contact renter _____ and phone number _____.

Signature of CALCO member: _____.

RULES:

- Rental fee must be paid in full 2 weeks prior to event date and before set up begins.
- Keys will be signed out and returned by the person making the reservations.
- Decorations on walls, windows, tables, etc MUST NOT damage facility.
- All tape or tacks must be removed without damage to the facility. NO NAILS. Ask for approval if unsure your decorations are acceptable.
- No decorations can be hung from the ceiling.
- If rented on the 2nd Saturday of the month, October-May, basement tables must be put back to original set up due to CALCO monthly breakfast.
- Legal-NO alcoholic beverages may be brought into the CALCO.
- Legal & Insurance – ALL alcoholic beverages must be sold and served by CALCO bartenders. Bartenders are provided to service cash bar.
- Bridal party champagne or drink chips, tickets or tab can be arranged and provided upon request.
- Special requests will be reviewed and accommodations honored when possible.

*CALCO is NOT responsible for any lost or stolen items.

**RENTER is responsible for any damages or lost/stolen items.

Any questions, contact Michele Wulf at 563-321-0033.