

PRICE LIST RENTALS

JANUARY 2026

Payments - Cash or Check

Event attendance - Not to exceed 150 guests

Cleaning/Damage Deposit must be made within two (2) weeks from date of booking event.

Any event with the use of the Bar/Security - \$200 - 4 Hours - Additional Hours \$50

Deposit Refund Policy: Cleaning and damage deposits are refundable only if the event is canceled within fourteen (14) days of the original booking date. After fourteen (14) days from the booking date, all deposits are non-refundable.

Events: Wedding, Wedding Reception, Anniversary, Birthday Party (6 and up), Graduation, Retirement, etc.

Non-Member - 4 Hours	\$500
Additional Hours	\$50
Member - 4 Hours	\$350
Additional Hours	\$50

\$200 - Cleaning/Damage Deposit (Refunded the following Wednesday after the event)

Events: Baby Shower, Child's Birthday (5 and under), Rival

Non-Member - 4 Hours	\$300
Additional Hours	\$50
Member - 4 Hours	\$250
Additional Hours	\$50

\$150 - Cleaning/Damage Deposit (Refundable)

Celebration of Life - Non-Member

Up to 4 Hours	\$250
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\$150 - Cleaning/Damage Deposit (Refundable)

Legion Post 2
701 W. 9th St., Pueblo, CO 81003
Office Hours
Monday-Thursday 9AM-3PM
Friday 9AM-Noon, Closed Weekends

HALL RENTAL AGREEMENT

Payments – Cash or Check

Event Attendance – Not to exceed 150 guests

Save the Date – All booking need to have the Cleaning/ Damage Deposit paid within 1 week after booking. \$150 for Baby Showers, Child's Birthday 5 and under, \$150 for Celebration of Life, all other events \$200.

The Rental Agreement Entered on _____ by and between the American Legion Post 2, located at 701 W. 9th St., Pueblo, CO and _____
(Responsible Party), Address _____
Phone Number _____, will be utilizing the hall for the purpose of _____

Start Time _____

Set up Time _____

End Time _____

Anticipated Guests _____

The responsible part for this agreement agrees to the following guidelines: All remainder fees are due and payable to the American Legion Post 2, no later than 1 week prior to date and time of the event. **If not paid 1 week prior, the party responsible will not be entitled to the use of the premises and will forfeit the rental deposit of \$200 and/or \$150.** Cleaning and Damage deposits are refundable the following Wednesday after the event. Cancellation must be made three weeks prior to the event, if not the party responsible will forfeit the deposit and remainder of the rental fee. Any cancellation made prior to the event will be charged a \$25 cancellation fee.

Rent 4 Hours _____ Additional Hours _____

Total Cleaning & Damage Deposit _____ Paid _____

Bar/Security _____

TOTAL FEE FOR EVENT: _____

KITCHEN: The kitchen is not available to anyone for preparing or cooking food. You may utilize the sink to fill beverage containers and the stove to keep food items warm. When utilizing the kitchen for the few things, the kitchen must be clean, and trash emptied.

CLEANING/DAMAGE: At the end if the event the responsible party and/or organization agrees to ensure the premises are restored to their condition prior to the event, less normal wear. A total of nine (8 foot) tables in the main area of the hall: three tables on both walls, and three in the middle, with 8 chairs at each table, serving area (6) tables, and one 8-foot table at the main entrance of the hall, all chairs are placed upside down on the respective tables. Any additional tables and chairs utilized for the event must be returned to the enclosed storage area outside the back patio. At the end of the event the party responsible agrees to ensure the floors are

swept and mopped with clear hot water, all trash and or is deposited outside the premises obtained during the event (dumpster is located outside the exit door in the hall). This includes all trash in the hall and restrooms and trash liner are replaced in the trash cans. Trash liners are in the storage area between the restroom. All decorations are removed throughout the hall.

Consumption of alcohol and smoking on the premises: Responsible party agrees alcoholic beverages may be consumed in accordance with the laws of the State of Colorado and the City of Pueblo. **NO ONE WILL BE PERMITTED TO COMSUME PERSONAL ALCOHOL ON THE PREMISES.** In addition, responsible party assumes all liability and agrees to indemnify and hold the Owner harmless for any injury, property damage or other damage which may occur due allowing anyone under the age of twenty-One (21) years to consume alcohol. Responsible party and/or organization understand and acknowledges the Owner will report and consumption of alcohol on the premises which is in violation of law or law of the State of Colorado and the City of Pueblo, to the appropriate law enforcement authorities. No alcoholic beverages may be brought in the hall area. Alcohol beverages can only be consumed inside the hall and not leave the hall building, in addition to no consumption of alcohol in the parking facilities in premises. Any violation of consumption of alcohol beverages on the premises will result in immediate termination of event. This can result in forfeiture of deposit. In any physical altercation on premises will result in forfeiture of deposit.

There is no smoking it vaping in the hall area. Smoking and vaping may be done outside on the patio area and outside hall entrance. Smoking marijuana is prohibited on the premises.

Event Utilizing Bar Facilities: Responsible party and/or organization will agree to a onetime bar set up fee (\$50). No one under the age of twenty-one (21) can purchase or consume alcohol on the premises. In addition to the security fee of \$150 for (4) hours, (additional hours are \$50 per hour). No outside alcohol may be brought into the hall.

Children: The Patio area if for adults only. No children are allowed to be in the patio without adult supervision. The patio is used for smoking areas. The patio area is also not a playground for children. Please advise any of your guests bringing children.

Decorating Guidelines: Nothing to be attached to the ceiling fan fixtures or in the path of the fan blades. All confetti shall be made of cardboard or paper. **There shall be no glitter or metal/foil confetti use.** Use of these items could result in a deduction from cleaning/damage deposit.

By signing below, the party responsible agrees to the conditions and terms of this agreement with the understanding of the penalties which could occur within the items in the agreement and have no damage to the hall or articles in the hall.

Print Name _____ Signature _____

Address _____

Date: _____ American Legion Post 2 _____
Representative