

Information Sheet  
for Newton Grove  
American Legion Building Rental

Building is available for rental on first come basis.

Cost to rent the building of a one day event is \$400.

Reservation fee (\$100) required to reserve date. Reservation fee will be applied to rent.

Key for renter access will be provided mid-morning of day before scheduled event. \$500 cash (\$300 for remainder of rental fee plus \$200 cleaning/damage deposit) required at time building key is provided.

Building must be returned to building custodian ready for inspection NLT 4PM on day after the event. Cleaning/damage deposit (\$200) will be returned to renter if building is properly cleaned, all event residue removed and no damage is found.

Rules of use of building are included in the building rental agreement.

For more information, or to arrange to visit the building, or to schedule a reservation, contact:

Building Custodian: Joe Warren, Phone 919-915-1938

Alternate: Wayne Pittman, Phone 910-305-8967

Or e-mail your request to: American Legion Post #133 at:

[ngamericanlegionpost133@gmail.com](mailto:ngamericanlegionpost133@gmail.com)

**Rental Contract, American Legion Post 133**  
**377 Mary E. Smith Road**  
**Newton Grove, NC 28366**

Building Rental Purpose: \_\_\_\_\_, Rental Date: \_\_\_\_\_

Renter: \_\_\_\_\_, Phone Number: \_\_\_\_\_

Payments: Reservation Fee: \$100.00 due on making reservation, \$500 day before event when given building keys, \$200.00 (cleaning fee) returned day after event if building satisfactorily cleaned and no damage resulting from event. Net cost \$400.

Rules for use of American Legion Facility,

1. Renter is responsible for behavior of participants, cleaning building and yard after building use to satisfaction of facility custodian.
2. Vehicle parking only in yard immediately surrounding building.
3. Hours of event may be between 10:00AM and 12:00 PM on date of rental. All activity to cease no later than midnight (12:00 PM) date of rental.
4. All event residue to be removed from premise, with building and surrounding area cleaned and returned to Custodian no later than 4:00 PM day after the rental event.
5. Cleaning deposit will be forfeited if item 4 above is not completed satisfactorily.
6. No cooking inside building, No disposition of food items in kitchen sink or bathroom facilities.
7. Rental to be confirmed with custodian between 7 and 5 days before scheduled event.
8. Renter is responsible for any total expense to repair any damage to facility identified during post event facility inspection, even if damage exceeds cleaning deposit.
9. Renter is totally responsible for any accident that takes place on American Legion property during event rental period (from receipt of facility key until successful post event inspection).

Reservation payment: \$ \_\_\_\_\_ Type Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Payment (including Cleaning Deposit) \$ \_\_\_\_\_ Type Payment \_\_\_\_\_

Cleaning Deposit Return: Yes/No \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Above rental conditions and reservation payment confirmed by:

Renter: \_\_\_\_\_ Custodian: Joe Warren  
(Printed) (Printed)

Signature: \_\_\_\_\_

Building Custodian: Joe Warren, Phone 919-915-1938  
Alternate: Wayne Pittman, Phone 910-305-8967