

PARTY/EVENT HALL RESERVATION REQUEST

Section I.

I hereby request a reservation of the following facility:

American Legion Post #149
Sheboygan Falls, WI 53085-1420
Contact Individual: Frank Sterzen
House: 920-467-6801 Preferred Mobile: 920-207-0247 Alternate
Email: Fsterzen15@gmail.com

Contact Person: _____ Phone: (H) _____ (M) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Purpose of Request: _____

Date of Event: _____ Time of Event: _____

Section II.

Legion Members AND Non-Members requesting the use of the American Legion Post #149 Hall understand and agree to the following conditions:

1. This form is a request for the use of facility. It must be completed by the contact person and submitted by mail along with a check for the rental fee to: **ATTN: Frank Sterzen, American Legion Post #149, 531 Madison St. Sheboygan Falls, WI 53085-1420** to be included in the log of upcoming events.
2. All dates must be confirmed with Frank Sterzen to eliminate possible double booking.
3. The contact person shall be personally responsible for any damages, intentional or negligent, and/or breakage beyond normal wear to the building, fixtures, furniture, and equipment, caused as a result to the above event, or any misconduct by any person attending said event. The contact person shall on written demand reimburse the Post its costs of repair and/or replacement because of any such damages, as well as any future lost revenue because of said damages.
NOTE: No confetti or sparkles are permitted.
4. Contact person is responsible for cleaning up, leaving the facility in the condition it was in when they rented it.
5. Cancellations must be made in writing to Frank Sterzen.
6. American Legion Post #149 is not responsible for the contact persons' guests or their behavior.
7. This request shall be governed by and construed in accordance with the laws of the State of Wisconsin. This request contains the entire understanding and agreement of the parties with respect to the subject matter hereof.

Section III.

Fee Schedule

1. Hall deposit of \$150.00 for non-members or \$25.00 for Post members.
2. Checks to be made out payable to: **American Legion Post #149.**
3. Return of deposit, due to cancellation, will be at the discretion of the Post.
4. All liquor; cordials, beer, wine, or soda shall be provided by the sponsoring event.
5. Entertainment not to be contracted past 11:00 P.M.
6. A \$50.00 clean-up charge will be assessed the hall rental signee if not properly cleaned to the condition it was received at the time of the event. Dishes, silverware, trash removed, tables, chairs and floors cleaned, etc. are items to be addressed at the completion of the event.

To Our Banquet, Reception, Event, and Party Customers:

**WISCONSIN LAW PROHIBITS SALE AND/OR SERVICE
OF ALCOHOLIC BEVERAGES TO ANYONE UNDER THE AGE OF 21 YEARS!
(WIS S. 125.02(8M))**

**EXCEPT IN THE CIRCUMSTANCES ABOVE, THIS ESTABLISHMENT DOES NOT PERMIT THE
SERVING OR CONSUMPTION OF ALCOHOLIC BEVERAGES TO ANYONE UNDER 21 YEARS
OF AGE. I UNDERSTAND AND ABIDE BY THIS WISCONSIN LAW.**

Section IV.

Please sign below to show that you understand and agree to abide by these rules, regulations, laws, and conditions:

<p>CONTACT PERSON:</p> <p>NAME: _____</p> <p>SIGNATURE: _____ DATE: _____</p>
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<p>APPROVED AND ACCEPTED BY:</p> <p>NAME: _____</p> <p>SIGNATURE: _____ DATE: _____</p>
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Revised: 12/29/2025

Document Owner: Ken Bruckner