



Hugh Gilbert Strickland  
American Legion Post 138  
5535 West Prescott Street  
Port Tampa City, Florida 33616

## **SPECIAL EVENT RATES** (updated May 2026)

### **Hall Rental (Front Bar/Hall)**

Front Hall guest capacity is limited to 100 guests. Events expecting over 25 and under 70 attendees will require a bar staff member for an additional charge of \$75. Events over 70 attendees will require an additional bar staff member for an additional \$75. Parties must use the bar tender assigned or be prepared to show membership ID at another bar. Wrist bands are recommended (especially if an open bar).

\$100 Deposit (non-refundable if canceled less than 1 week prior to event, refundable upon completion of event cleanup).

Hall is only available to members only of Post 138. Rental fee is \$100/hour Fridays through Sundays and \$50/hour Mondays through Thursdays. Special consideration may be given to non-members with executive board approval.

### **Pavilion (100+ Guests)**

No minimum hour requirement. Parties over 50 will require a 2<sup>nd</sup> bar tender (\$100 per bar tender).

\$200 Deposit (non-refundable if canceled less than 1 week prior to event, refundable upon completion of event cleanup)

Pavilion is only available to members of Post 138. \$450 rental fee for Members. Special consideration may be given to non-members with executive board approval.

The cost of ice and portolets are the responsibility of the renter. The bagged ice we have delivered in an ice cooler runs from \$600-\$900. Bagged ice is needed to fill the troughs behind the bar at the pavilions. Portolets run from \$375 plus, depending on how many need to be rented for the event.

# SPECIAL EVENT AGREEMENT (updated March 2026)

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Times Needed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Full Address for Return of Deposit

\_\_\_\_\_

\_\_\_\_\_

Legion Membership #: \_\_\_\_\_

Please provide a copy of your membership card showing proof of current membership.

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

Area Requested: Inside Front Hall \_\_\_\_\_ (25+ guests, 100 maximum)  
Pavilion Area \_\_\_\_\_ (100+ guests)

Food Requirements:

Providing your own food: Yes or No Hired Catering Company: \_\_\_\_\_

Lounge Services:

Bar tender needed? Yes or No (minimum 25 guests)

**PLEASE NOTE THE FOLLOWING AND INITIAL EACH ONE:**

\_\_\_\_\_ Booking is on a first come first served basis and reservations occur at the time of deposit. Check, debit or credit card only. No cash.

\_\_\_\_\_ No Legion property shall be removed from the building or property.

\_\_\_\_\_ Renters shall take care of the hall or pavilions in such a way that it remains free from damage/misuse.

\_\_\_\_\_ Renters are responsible for the behavior of their guests.

\_\_\_\_\_ Renters shall return the rented space within the time noted. Any additional time will incur extra charges.

\_\_\_\_\_ You may bring food or have food catered; however, all beverages must be purchased from the bar tender assigned to you.

\_\_\_\_\_ Licensing requirements require that only Legion alcohol can be served on Premises. At no time shall alcohol be brought into the Post or on Post property. Contact the manager if you have a special request.

\_\_\_\_\_ No minors under the age of 18 are permitted at the Post past 8:00 PM.

\_\_\_\_\_ No Bands or DJ's permitted in the hall. Pavilion bands/DJ's must be approved by the manager.

\_\_\_\_\_ If the event is canceled less than 1 week in advance, the deposit is non-refundable. Otherwise, the deposit will be refunded and mailed after the event space has been cleaned. Cleaning consists of removing decorations and food, disposal of overflowing trash, wiping down of tables and sweeping (if necessary).

\_\_\_\_\_  
Lounge Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

