



## DAKOTA LEATHERNECKS DETACHMENT# 1419

2333 Business Loop 94  
PO Box 583  
Mandan ND 58554



Dakota Leathernecks  
Detachment #1419

### Marine House Rental Contract Form

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Member \_\_\_\_ Non-member \_\_\_\_

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Date Needed \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ # of Guests \_\_\_\_\_

Due to fire regulations the occupation is limited to 70 people total.

Bartender Required? YES / NO From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Bartender is a volunteer and is paid from customer tips only. Please support our bartender and their service to your event.

Kitchen Needed? \_\_\_\_ YES / NO \_\_\_\_ Entitles Renter the use of ovens, stove, microwave and refrigerators for **reheating and cold storage only**.) You will need to provide your own paper products, condiments, plastic wrap, foil, etc. You will also need to provide your own cooking and serving utensils. **PLEASE DO NOT USE DETACHMENT PROPERTY.**

#### **FEES**

Detachment members \_\_\_\_\_ Rental fee \$100.00 \_\_\_\_\_ Damage deposit \$75  
Non-members \_\_\_\_\_ Rental fee \$150.00 \_\_\_\_\_ Damage deposit \$75

Facility is rented on a "first come" basis and is not obligated until contract completion and fees paid. Rental and deposit fees must be paid no later than 15 days prior to the event. Damage deposit will be returned within 5 business days after all clean-up requirements have been met.

#### **LOCAL AND STATE REGULATIONS**

- No alcoholic beverages are allowed to be brought into the facility.
- All alcohol must be obtained through the Marine House due to Local and State regulations. If you would like to purchase champagne or have a special request, please contact the Detachment Paymaster to make appropriate arrangements at least 15 days prior to event.
- No alcoholic beverages may be consumed on Detachment property except as provided for in the rental contract.
- This is a "Non-smoking" facility. Guests may smoke outside; please use canisters and ash trays as provided; please inform your guests that drinks **MAY NOT** be taken outside. The back deck is not for smoking.
- The basement of the Marine House is Off-Limits to all Non-Members of the Marine House. If a tour of the Marine House is requested, a Detachment Member on site would be happy to provide.
- Children should be supervised at all times. Due to safety regulations, children may not play in or around the parking areas.
- Decorations may be hung using only non-marking tape, such as painter's tape. Tacks, pins and scotch tape are not allowed. Do not use glitter, confetti or other decorative items that cannot be easily picked up.

#### **HOUSEKEEPING REQUIREMENTS**

- Set-up and tear-down all tables and chairs; please wipe clean prior to storing.
- Clear all bottles and cans and return to the bartender.
- Remove all decorations.
- Clean kitchen areas, stove, fridge, sinks and counters. Leave better than received.
- Sweep (do not mop) floors, remove trash to dumpster located on the back (North) side of the building.
- As necessary, you will be responsible for providing your own adult supervision or police.



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The signor of this contract must be present at all times during the rental period and is responsible for enforcing all rules and regulations. Cancellation of this contract must be made no less than 10 days prior to the event to avoid forfeiture of rental fees. A Detachment representative will be on site throughout event for assistance as may be needed.

You may request an invoice to be forwarded to be paid with credit/debit card plus applicable fees or send this completed contract with fees payable to Dakota Leathernecks to:

**Dakota Leathernecks Detachment# 1419 of the Marine Corps League**  
**ATTN: MARINE HOUSE RENTAL**  
**PO Box 583**  
**Mandan ND 58554**

Thank you for your patronage. Any questions must be directed to the Detachment Paymaster or Senior Vice Commandant @ [DakotaLeathernecks@gmail.com](mailto:DakotaLeathernecks@gmail.com).

Renter \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

MCL Representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Paymaster \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_