



Rochelle Park American Legion Post 170
 33 W Passaic Street
 Rochelle Park, NJ 07662
 201-843-9683



The Liveliest Post in Bergen County

Hall Rental FAQs

Q. How many hours does the hall rental allow me?

A. Hall rental is for 4 hours usage.

Q. When can we decorate and set up the hall?

A. Anytime on the day of the party or meeting. There is someone on duty starting at 6:00 AM. If there is a meeting or party the day before you must wait until 10AM before setting up in order to let the cleaning crew finish their work.

Q. How is the seating set up?

A. Tables and chairs are available and included with the hall rental. You may set them up in any arrangement that you wish. All doors must be kept clear in order to conform to Fire Safety Regulations.

Q. What is the amount of deposit required to hold a date?

A. \$250.00

Q. When is the deposit due?

A. As soon as you decide to rent the hall. The date stays open until we receive a deposit and a signed contract.

Q. When is the remaining amount due?

A. No later than 2 weeks before the event.

Q. What happens to my deposit if my event is cancelled

A. If it is cancelled at least 2 weeks before the scheduled date, your deposit will be returned to you.

Q. What form of payment do you accept?

We accept cash or checks.

Do you supply cutlery and table cloths?

A. No. That is the responsibility of the renter. The round tables are 60 inch and there are several 30 inch by 96 inch oblong tables.

Q. What decorations are allowed?

A. Please remember that this is a family oriented Post. We allow any decorations in good taste that can be attached in a non permanent way. We suggest that you use wire or cable ties. Nails and screws are not allowed. No tape is allowed on the walls. Candles and smoke producing devices are not permitted.

Q. What are the options for beverages?

Included in the rental is an ice machine and a portable bar. Beverages must be supplied by the renter. The user must comply with all Federal, State and local laws including ABC (Alcoholic Beverage Control).

Q. Can you supply food?

A. The Post does not have a kitchen staff that can cater a party. The Hall Committee has negotiated a 10% discount with Ted's Catering Service and Harley's Irish Pub for any Post 170 hall renter. You may use any caterer that you wish.

Q. Is a kitchen available?

A. Use of the Post kitchen is available for a \$75.00 donation.

Q. What is the security deposit for?

A. To cover any damages that might be done to the hall. A false activation of the fire alarm will reduce the security deposit refund by \$100.00. A \$100.00 deduction will be made for each hour or part thereof that you use the hall beyond your contracted 4 hours. The hall must be vacated by midnight.

Q. Who is responsible for clean up of the hall?

Break down of the tables and chairs and clean up of the hall floor, restrooms and kitchen will be done by the Post. The renter is responsible for the disposal of

unwanted food which along with other trash is to be place in the garbage receptacles which the Post provides.

Q. May we use the Post Lounge and purchase a drink?

A. The Post Lounge is a “Members Only” bar and may not be used by your guests.

Q. Is there parking available?

A. On the Post property there are 50 spaces plus 4 handicap spaces. Additional space is available next door at JMK Tool & Die.