

Date of Function _____ Hours of function _____
 Scheduled by _____ Renter's name _____
 Type of Party _____ Expected amount of guests _____

VFW #1617 FUNCTION HALL CONTRACT
MEMBER RATES APPLY TO IMMEDIATE FAMILY ONLY!

Undersigned agrees to rent the VFW function hall on _____
 for \$ _____, of which \$50.00 is **non-refundable**.

Cleaning fee, bartenders rate, license fee and \$50.00 of hall rate are due as a deposit, however, are **refundable**. (see below)*

*If given 48 hrs notice of cancellation, bartenders rate will be refunded by check within 10 days of cancellation.

*If hall is left clean as directed below \$50.00 fee will be refunded by check within 10 days of rental.

OUR FUNCTION HALL IS NO SMOKING. NO EXCEPTIONS.

Without Bartender

1) 4 hours (min) - \$175.00 5 hours - \$225.00 6 hours (max) - \$250.00

2) \$50.00 License Fee is non-refundable and in addition to hall rents with a bartender.

Friday and Saturday night functions are a max time of 4 hours!

3) Bartenders will be paid from ½ hour before the function begins until ½ hour after the functions ends at the rate of **\$10.00 per hour**. If renter is not finished with cleanup within that ½ hour time frame the renter will pay bartender until cleanup is finished at a rate of \$10.00 per half hour Minimum.

Note: If no bar is required, renter will pay on duty bartender for hours after normal operating hours.

Parties with more than 85 guests will be determined by Manager as to if two bartenders will be required

4) If kitchen is required there will be a **\$50.00** fee. Pots, pans, utensils etc. are not furnished by the VFW and must be brought in by the renter as needed.

5) Renter agrees to pay a **\$50.00** upfront cleaning fee deposit, if the hall is left as it was given which means: kitchen is cleaned and swept, hall floor is swept, all decorations are removed, trash is removed, tables and chairs are washed and put away as found the cleaning deposit will be returned by check via mail within 10 days. If the hall is not cleaned as directed above the renter will forfeit \$50.00 cleaning deposit _____.

initials

*****Under no circumstance can there be any decorations hung by tape or tacks on any walls/doors/ceilings or pipes. Decorations can only be placed on tables, renter understands they will forfeit their entire cleaning deposit if not compliant.**

_____.

Initials

**Renter assumes responsibility for the conduct of self and guests.
Renter agrees to compensate the VFW for any damage caused by self or guests.**

****Absolutely no mechanical smoke devices may be used.**

Renter understands no alcoholic beverages are to be provided to any individuals **under the age of 21**, nor any alcoholic beverages brought into function hall. Renter will ensure that no outside beverages, **with the exception of coffee and or juice boxes for small children**, are to be brought into the function hall when there is a bartender on duty _____(initial)
When no bartender is present, **ONLY** water, soda, juice and coffee may be brought in.

If paying by check, balance is due 14 days prior to rental.
If paying within the 14 days prior to rental, only **cash or money order** will be accepted.
Should renter cancel prior to 14 days of function a refund check will be mailed within 10 days to the renters address on license minus the \$50.00 license fee.

1)_Hall : \$ _____

2) License: \$ _____

3) Bartender \$ _____

4) Kitchen: \$ _____

5) Cleaning: \$ _____

Deposit:\$ _____

Balance: \$ _____

“MERCY MEALS”

Members

The hall “only” will be donated
To a member who has lost an immediate family member consisting of: Mother, Father, Child, Sibling, or Grandparent (nuclear family). Kitchen, bar and License will be charged at regular rate. Member must clean hall and kitchen if used or pay \$50.00 cleaning fee.

Non-Members

The hall will be discounted ½ price at a rate of \$75.00. Bar, Kitchen, license, cleaning fee to be charged at regular rate.

If renter fails to comply with any of the above rules, the function will be shut down at the discretion of the VFW Management / bartender on duty.

I, _____, the renter, agree to the above provisions.
(signed)

Print Name _____ Date _____

Please understand that your safety and the safety of the VFW personnel are our primary concerns. We hope you enjoy your function and come back to us in the future.

****Members and employees are subject to a discount on the “hall rate” only for immediate/nuclear family members at a rate of \$75.00.**