



# VFW Post 5265 Room Rental Agreement

Office Use
____/____/____
Initiated ____/____/____
<input type="checkbox"/> Special Requests
Final ____/____/____

This agreement is entered into between the VFW Post 5265 Member renting the room, hereafter referred to as the "lessee", and Pvt. Allen J. Beck, Jr., VFW Post 5265, hereafter referred to as the "VFW". This agreement will be used for all rentals of the dining room or the meeting room in the basement area beneath the dining room, hereafter referred to as the "basement".

Date of Agreement: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Event: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_ VFW Post 5265 Member No. \_\_\_\_\_

As a member of this post, I understand that I am responsible for guests to adhere to the house rules. If I am renting the room for another person, I am responsible for being present at all times that the room is being utilized for this event.

Address of Lessee: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

# of Guests: \_\_\_\_\_ Time Room Needed: \_\_\_\_:\_\_\_\_ until \_\_\_\_:\_\_\_\_ Time of Event: \_\_\_\_:\_\_\_\_ until \_\_\_\_:\_\_\_\_

Evening events: I understand that the event will be over, room clean & vacated no later than midnight.

### Room Rentals:

	Amount	Paid	Rec'd	Due	Rec'd
<input type="checkbox"/> Dining Room \$300.00 (\$100 refundable reservation/security deposit + \$200 rent)	\$ _____	_____	____/____/____	\$ _____	____/____/____
<input type="checkbox"/> Dining Room + Kitchen \$400.00 (\$100 refundable reserve/security dep. + \$300 rent)	\$ _____	_____	____/____/____	\$ _____	____/____/____
<input type="checkbox"/> Basement \$150.00 (\$50 refundable reservation/security deposit + \$100 rent)	\$ _____	_____	____/____/____	\$ _____	____/____/____

### Additional:

- Ice  \$5 for up to 3 Saf-T-Ice 5 gal buckets  \$10 for 4 or more buckets \$ \_\_\_\_\_
- Alcohol - I understand that alcohol may not be brought in to or taken from the VFW
  - Bartender (\$15 per hour + tips; min. 2 hrs) Time: \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_
- Juke Box \$25 - Dining Room only, to play random selections of music \$ \_\_\_\_\_
  - Country  Oldies  Easy Listening  Classic Rock
- TV - Dining Room only, may be used w/ prior approval. Notes: \_\_\_\_\_
- Sound System - Dining Room only, may be used w/ prior approval. Notes: \_\_\_\_\_
- Room Set Up / Reset / Cleaning Lessee agrees to forfeit return of deposit w/ prior approval \_\_\_\_\_

## Terms of Agreement

**Right To Use Facilities:** Room(s) may be rented by members of VFW Post 5265 (Veterans, Auxiliary and social members). Members must be in good standing at the time this agreement is completed and remain in good standing through the date of the event. Any member renting the room and ending their membership will forfeit the right to use the room at the member rate and must pay non-member fees. The deposit will be refunded to anyone who becomes ineligible to use the room. Initial \_\_\_\_\_

The full duration of the event must be conducted within the business hours of the VFW and no later than midnight. Under no circumstances will the lessee be given access to the VFW before or after business hours. The member agrees to be present for the duration of the event, including any setup and cleanup, and assumes all responsibility for guests of the event. The VFW is not responsible for any lost, stolen or damaged items brought into the event.

**Room Capacities:** Dining room may be rented for groups up to 225 guests; the basement for groups up to 75 guests. Initial \_\_\_\_\_

**Room Rental Fees:** Full payment, including the deposit, rental fee and any known incidental fees, is required no later than two weeks prior to the date of the event. Under no circumstances will an event be held if full payment has not been received. The deposit will be refunded within 14 days after the event as long as the room is returned in the condition it was in prior to the event and in the event no incidental fees are due. Any unknown incidental fees will be billed within 14 days after the date of the event. Initial \_\_\_\_\_

**Set Up/Reset/Cleaning:** It is expected that all areas of the VFW used by the lessee will be left in the condition in which they were received. Tables/chairs may be rearranged to suit the needs of your event, but must be put back in their original location prior to receiving a refund of deposit. It is expected that the lessee will remove all trash and any other items from the rental area prior to receiving a refund of the deposit. Reset/cleaning must be completed immediately following event. Initial \_\_\_\_\_

and no later than midnight of day of event. Should the room not be in an acceptable condition when the lessee leaves, the VFW will retain the deposit in exchange for resetting the room. A checklist of room cleanup requirements will be provided. Lessee may agree to forfeit return of deposit in exchange for room set up, reset and cleaning by the VFW.

**Decorating:** Lessee may decorate room. Decorating must be done within the rental period and all decorations must be removed by the end of the rental. No evidence of decorations may be left behind. Under no circumstance may tape be used to attach decorations or signs to any VFW structure or property. Use of tape or failure to completely remove decorations after the event may result in forfeiture of deposit. Initial

**Damage to Facilities:** The lessee is responsible for any damage that may occur as a result of their use of any area of the VFW. Should damage occur, the lessee will forfeit a portion or the entire deposit. The lessee remains liable for reimbursing the VFW for any portion of the cost of repair or replacement of the damaged item(s) not covered by the deposit. Enforcement of the damage fee will be at the direction of the Board of Directors of the VFW. Initial

**Alcohol:** Guests may be required to show proper identification in order to be served alcohol. No alcohol will be served to anyone under 21 years of age. Under no circumstances may alcohol be served to a visibly intoxicated person. The lessee is responsible for the conduct of all guests at the event. The VFW reserves the right to refuse service to any member or guest for any reason. If provided, alcohol (beer, wine, liquor, etc.) will be available on a cash basis. Under no circumstances may alcohol be brought into the VFW or be provided by an outside source. Alcohol may be provided by the VFW in the form of a dedicated bartender for open or cash bar. VFW can also provide kegs or bottled alcohol per request submitted a minimum of 2 weeks prior to event. Alcohol may not be purchased with the intent to resell to event attendees. Requests may be denied at the discretion of the VFW. Should alcohol be received as a gift, it cannot be opened or consumed on VFW property. Initial

Unused alcohol may not be taken from the VFW. Refunds will only be honored on untapped kegs & unopened bottles. Any additional costs incurred as a result of providing alcohol to event guests may be passed on to the lessee. Initial

**Food:** Food may be provided by the lessee. Should alcohol be available to your guests, a list of the food you are providing must be attached to this agreement. The VFW will not provide dishes, utensils or serving pieces for food that is not provided by the VFW. Refrigeration is available on a limited basis and arrangements must be made prior to day of event. The VFW can cater your event. Requests for food and special needs, such as personnel to serve, are to be finalized no later than 2 weeks prior to event. Initial

**Gambling:** Lessee must receive approval from the VFW for any gambling to be conducted. Games may be run for fundraising purposes only and will be approved only for "eligible organizations" as defined by the SGOC bill. Only approved games may be conducted, including bingo, raffles and 50/50. All games must be conducted by the VFW and must use the VFW's SGOC license. Alcohol may not be used as or included in any prize. All proceeds must be run through VFW SGOC tracking systems. Eligible organizations will receive proceeds from SGOC conducted at their event in the form of a donation from the VFW. Proceeds will be determined based on the guidelines established in the SGOC bill for determining donation payout amounts. Under no circumstances may another organization's SGOC license be used or illegal games are conducted on VFW property. Initial

**Special Requests:** Any special requests for the event must be made a minimum of 21 days prior to the date of the event. Requests made less than 21 days prior to the event may not be considered by the Board. Initial

**Cancellation:** Cancellation of room rental must be received 15 or more days prior to scheduled date of event to receive a full refund of all deposited fees. Cancellations between 1 and 14 days of the event will be refunded 80% of deposited amount. Events canceled the day of the event will not be refunded the deposit but will receive other fees paid, less unrecoverable amounts. If the event is canceled and rescheduled for another date, the deposit will be retained and applied toward the new event date. Initial

**Release:** In consideration of renting the room to the undersigned, the lessee hereby releases, acquits and forever discharges the VFW, its Board of Directors, Officers, Auxiliary, Auxiliary Officers, employees, staff and all members from any and all suits, actions, compensation, consequential damages, punitive damages or any other liability whatsoever for anything that may happen as a result, or arise out of renting or use of the VFW facilities and/or property by the lessee. The undersigned hereby agrees to hold harmless the VFW against any such claims brought by any person or entity. Initial

**Note:** VFW Post 5265 is a Veterans of Foreign Wars Memorial Post and therefore, hats may not be worn within any area of the facility before, during or after your event, with exception of those preparing food in the kitchen or as agreed upon for special event circumstances. Initial

**Admendments:** The VFW reserves the right to amend this agreement at any time. Changes affecting signed agreements for future events will be brought to the attention of the lessee. Failure to agree to amendments may result in forfeiture of rental with full refund. Initial

I, \_\_\_\_\_, have read the above conditions governing the use of rental facilities and agree to abide by them or risk the loss of associated payments and/or loss of membership privileges.

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized VFW Representative: \_\_\_\_\_ Date: \_\_\_\_\_