



VETERAN OF FOREIGN WARS OF THE UNITED STATES

West Sacramento Post 8762

905 Drever Street West Sacramento, CA 95691

(916) 371-7245



HALL RENTAL AGREEMENT

Under the terms and conditions contained herein, the renter: Non-Member VFW Member

Applicant Name _____ Post 876 Member Number (if applicable) _____

Phone Number _____ Email _____

Address _____ City _____ State _____ Zip _____

Event Information: Date of Event _____ Time of Event _____

Number of Adults (18 and over) _____. Number of Children _____ Total number of Attendees _____

Event Description _____

I understand as the renter that should any violations occur before, during or after the event of the Rules & Regulations of VFW Post 8762 and/or the rules established by the California Department of Alcoholic Beverage Control, as interpreted by VFW Post 8762, with regard to the furnishing, usage, consumption, movement or purchasing of alcoholic beverages, the event will end immediately, all participants will be asked to leave and all monies paid to VFW Post 8762 will be forfeited. This may include any deposits made for the rental. Renter Initials _____

I understand as the renter that I am responsible for any damage incurred to VFW property. I agree to hold harmless VFW Post 8762, its employees and officers from any injury to any person or damages to any VFW property, including parking areas prior to, during or after the event. I understand that I am responsible for the conduct of all persons permitted on the premises for the rental and to prevent any improper conduct, physical, verbal or otherwise. I acknowledge receipt of written VFW Post Rules & Regulations, understands them and agree to abide by them. Renter Initials _____

The above applicant agrees to comply with and adhere to the rules and regulations of VFW Post 8762 as stated. Renter Initials _____

BY SIGNING I UNDERSTAND THE RULES & REGULATIONS. I AS THE RENTER CERTIFY THAT I HAVE RECEIVED A COPY OF SAME, HAS READ AND UNDERSTANDS ALL THE TERMS AND CONDITIONS OF SAME, AND THE RENTAL AGREEMENT. I AGREE TO COMPLY WITH EACH AND EVERY TERM AND CONDITION.

Renter Signature Date

VFW Staff Signature Date

FOR OFFICE USE ONLY:

Fees

Main Hall \$ _____ Side Hall \$ _____ Kitchen \$ _____ Multimedia \$ _____ BBQ \$ _____
Extra Staff \$ _____ Extra Hours \$ _____ Fellowship \$ _____ Security \$ _____ **Total Due \$** _____

Payments Received

Amount \$ _____ Date _____ Received by _____
Amount \$ _____ Date _____ Received by _____



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HALL RENTAL RULES & REGULATIONS

RENTER: Renter **MUST** be present during the entire event.

PERMITS: Some renters, based on event and number of participants, may be required to have an event permit from the West Sacramento City Finance Department. The event permit must be submitted to the VFW prior to the scheduled event, to the Hall Manager and attached to the Rental Agreement.

SECURITY: Some renters, based on event and number of participants, may be required to have approved licensed security on the premise during the event as determined by a VFW Staff member and/or VFW Officer.

DEPOSITS:

CLEANING: A cleaning deposit of **\$250** is required. Renter agrees to ensure the hall (and if applicable: any other rented areas of the post such as kitchen/side hall/BBQ) is/are clean, decorations removed and all items belonging to event are removed. Cleaning duties after the event include taking out trash, sweeping and mopping of rented areas, and ensuring all tables/chairs used are put away properly. Should the hall or any other rented spaces not be satisfactorily clean as determined by the VFW Staff and/or VFW Officer(s), the **\$250** cleaning deposit will be forfeited, and you will be charged accordingly.

DAMAGES: A damage deposit of **\$500** for events lasting up to 4 hours and **\$1000** for events lasting four hours or more is required.

A credit card or check may be used for the deposits. The credit card will not be charged, and/or the check will not be cashed unless deemed necessary by VFW Staff/Officers for cleaning and/or damages. Credit card information will be input on page 3.

DECORATING: Nails, staples, push pins or tape are **NOT** to be used on any walls or surfaces. No open flame (including candles) is permitted. Confetti, rice, bubbles, and sparklers are **NOT** permitted. Renter is financially responsible for damages caused by use of any of the above. The side doors in the large hall are deemed a fire exit and must remain closed and clear at all times. You may use the doors to the south to access the yard and BBQ area.

KITCHEN PRIVILEGES: The VFW does not provide any cooking or food prep materials. Should the renter want access to the kitchen they must pay the additional fee for use of the kitchen and provide all utensils pots, pans, etc.

ADMITTANCE CHARGE OR FEES: Renter agrees not to impose or collect any admittance charges or entrance fees at locations leading into VFW property or parking areas without Hall Managers consent.

BEVERAGES: Alcoholic beverages, soft drinks, juices, and water (canned or bottled), **cannot** be supplied by the renter or attendees. All beverages must be purchased through the bar. Coffee and tea service can be provided for an additional fee. No beverage of ANY KIND purchased from the VFW may be taken outside the building/hall. Such actions are in violation of the Alcoholic Beverages Commission and will result in the immediate end of the event.



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INITIAL AND FINAL WALKTHROUGHS: The renter and a designated VFW Staff Member/Officer must complete an initial and final walkthrough. The initial walkthrough will take place at the start of renter’s arrival for setup. The final walkthrough will take place immediately following completion of cleanup at the end of the event. The purpose of the walkthroughs is to identify any existing and/or potential damages of the rented space(s). If walkthroughs are not complete and signed off on by both renter and a VFW Staff Member/Officer, the renter will automatically be responsible for any damages found to the rented space(s) after their event.

CANCELLATION: Renter must advise the Hall Manager at least **60 days prior** to the event if the renter desires to cancel the event for any reason. Failure to comply with this rule may forfeit any or all deposits previously made at the sole discretion of the Hall Manager.

CLEANING & SECURITY DEPOSITS: As stated on page 2, the VFW Post 8762 will keep the renters valid credit card or check on file for the security of cleaning and/or damages that may incur prior, during, or after the event.

Renter Initials _____

CREDIT CARD INFO:

Cardholder’s Name: _____

Card Number: _____

Expiration Date: _____

Security Code: _____

Card Type: _____

Renter Signature _____

Date _____

VFW Staff Name _____

VFW Staff Signature _____

Date _____