



**VFW LONGS PEAK POST #2601
Post Hall Rental – Terms & Conditions**

- **Hall Rental:**
 - Members of VFW Longs Peak Post #2601 (“VFW”) may rent the hall for a fee of \$100 for personal purposes (i.e., birthday, wedding, reception, or other function).
 - Non-members and outside organizations may rent the hall for a fee of \$300 for the **first four (4) hours, with an additional charge of \$75 per hour thereafter.**

- **Capacity:** The **maximum** number of people allowed in the VFW hall is two hundred and nine **(209)**.

- **Reserving the Hall:** The date requested to rent the hall will **ONLY** be reserved when a completed and signed Rental Agreement & Contract along with the required deposit has been received by the VFW Longs Peak Post #2601 from the Renter who signed the Rental Agreement & Contract. Until that time, the desired date will be subject to possible rental by another party.

- **Reservation Deposit:** The Renter is required to pay a deposit of \$300 to reserve the Hall. The Renter must ensure that the hall and bathrooms are tidied, trash bins are emptied and taken to back dumpster, and the tables, chairs and all audio/visual equipment is stowed away and returned to their designated location on the date of the rental immediately following their function. If this is completed satisfactorily, the deposit will be refunded. **If this is not completed in a satisfactory manner, or the Renter chooses not to clean the hall and/or bathroom and/or chooses not to return the tables and chairs to their designated locations, the deposit will not be refunded. There are no partial refunds of the deposit.**

- **Payment in Full:** Payment in full is required 10-days prior to the event, less the deposit.

- **Security:** The Renter agrees to a payment of \$20.00 per hour for a designated Post member to be on-hand during the rental period to monitor the function for safety, security, adherence to the terms and conditions of the rental agreement and contract, and to close the hall following the function.

- **Bartender(s):** If a bartender(s) is/are needed for a function, parties of **less the 50 people require one (1) bartender** and parties of **more than 50 people require two (2) bartenders**. Payment of \$20 per hour, per bartender will be charged.

- **Catering Meals:** If any renter desires food to be catered for the event, the House Committee Chairman, or his/her agent must be notified at the time of deposit. The Renter agrees that the Kitchen is Off-Limits and the Renter or a third-party is not authorized to utilize the kitchen to prepare food or meals in the VFW. The Renter agrees that VFW kitchen supplies are not to be used by the Renter, third-party caterer, or any attendees of the function. *Examples include but are not limited to boxes, towels, aluminum foil, plastic wrap, serve ware, cutlery, pots and pans, etc.* Any exemptions can be discussed with the House Committee Chairman for final decision.

- **Alcoholic Beverages:** **Under NO CIRCUMSTANCES** shall the Renter, Renter’s Caterer, Renter’s Guests or other third-party introduce any outside **ALCOHOLIC BEVERAGES AND/OR ILLEGAL SUBSTANCES** into the hall, parking areas or other areas of the VFW. Violators will be asked to vacate the premises, and deposits or other payments will **NOT** be refunded. All forms of **alcoholic beverages must be purchased from the VFW on**

a per drink basis. All arrangements for the purchase of alcoholic and non-alcoholic beverages and special requests must be negotiated by the Renter with the House Committee Chairman or his/her agent. Special requests for beverage(s) will be outlined in the Rental Contract at the time the Rental Contract is signed. The Bartender reserves the right to refuse to serve ALCOHOLIC BEVERAGES to any person deemed to be impaired.

- **Hall Decorating:**
 - **NO Post decorations, specifically those for the POW/MIA Memorial Display, will be removed unless specifically authorized and specified in this signed agreement;**
 - **NO pushpins, NO tacks, NO scotch tape may be used to decorate the walls of the Post Hall;**
 - **NO light strips or other decorations may be attached to the floor.**

- **Renter may use the TV equipment if needed for presentations or slideshows for a \$50 add-on.**

- **Restrictions: The Post has a NO Smoking Policy and a NO Firearms Policy and NO Weapons Policy.**

- **CANCELLATION: Cancellation of the Rental of the VFW Hall made less than 7 DAYS prior to the rental date will result in FORFITURE OF DEPOSIT.**

Rental Agreement & Contract

This rental agreement and contract is between "Renter" (print name) _____

and **VFW Longs Peak Post #2601** (authorized agent) _____

The above named "Renter" has agreed to rent the VFW's Post Hall on date (mm/dd/yyyy) _____

FROM (time) _____ (AM / PM) **TO** (time) _____ (AM / PM)

Number of People Attending: _____ **Catered (Y / N)** _____ **DJ (Y / N)** _____

Hall Rental Fee: (Member) _____ **(Non-Member)** _____

Bartender(s): Number: _____ X \$20.00 (per hour) X _____ (hours) = Total \$ _____

Security: \$20.00 (per hour) X _____ (hours) = Total \$ _____

Special Requests: Beer: _____ **Wine:** _____ **Liquor:** _____

Subtotal Charges: \$ _____

Hall Cleanup Deposit: ___\$300.00 _____ (per terms & conditions)

Balance Due 10 Days prior to the event Less Deposit: \$ _____

The above-named person (Renter) agrees to and accepts the above charges. The "Renter" also acknowledges that they have read and agreed to the terms and conditions of this Rental Agreement. By signing this agreement, the "Renter" agrees and understands that any failure to abide by these terms and conditions could result in being required to vacate the premises upon request by the Post.

Renter's Name/Organization (Please Print): _____

Renter's Street Address: _____

Renter's City/State/ZIP Code: _____

Renter's Telephone #: _____

Renter's email Address: _____

Renter's Signature: _____ **Date Signed:** _____

Approved by VFW Longs Peak Post #2601 Authorized Agent

Name (print): _____

Signature: _____ **Date:** _____