

## **Mystic VFW Post 3263**

### **Hall Rental Contract**

As of 1 13 2024

Member

Hall Rental Fees are as Follows:

- **\$75.00 Security Deposit ( Will go towards Hall rental amount)**
- **\$150.00 Hall Rental (-\$75.00 Security Deposit)**
- **\$50.00 Kitchen use fee**
- **\$75.00 Bartender Fee**

#### **Rules:**

- All Events End No Later Than **9:00PM**. This is a four hour time slot
- No Alcoholic beverages of any kind may be brought onto the premises. A Bar is available for your Beverage purchases.
- Any special beer or alcohol requests must be made NLT one week prior to the event.
- Consumption by anyone under 21 years of age **SHALL NOT** be permitted in accordance with Connecticut State Liquor Laws.
- The Renter is responsible for the conduct of the guests within their party. They are also responsible for the rental of the hall and any damages occurring.
- If rented: the kitchen shall be cleaned and returned to original order.
- **Hall Capacity is 110 people as allowed by the Fire Marshall.**
- All local and State laws shall be enforced. All Post regulations shall be adhered to as well.

**The following General Rules and Regulations Shall be followed**

1. NO nails, thumb tacks, or staples are allowed in/on the walls. Painters masking tape can be used, NOT duct tape or scotch tape or anything that will remove the paint when removed.
2. All hours must run consecutively. Early admittance (1-2 hours) for set up will be allowed. However cleanup shall be done within the hours rented.
3. Refunds will not be given for hours not used.
4. No illegal drugs are allowed on the premises.
5. Firearms are prohibited.
6. VFW Post 3263 is not responsible for:  
personal injury, or damage to vehicles in the parking lot.
7. Any damage to the chairs, tables, fixtures or walls will be the responsibility of the Renter to repair or replace within the (10) day period. Deposit shall not be returned until arrangements are made.
8. Any damage to the kitchen appliances or other VFW Post property shall be the responsibility of the Renter to repair or replace within ten (10) day period. Deposit shall not be returned until arrangements are made.
9. When the event is over and cleanup completed an inspection will be conducted by the House Chairperson of the VFW Post 3263 for approval, prior to returning the deposit.
10. The event can be stopped at any time by an Officer or Bartender of the VFW Post for an infraction of the rules or for improper conduct.
11. The Renter is responsible for any alcoholic beverages being served during the event.
12. Gambling is NOT permitted.
13. No smoking inside the building.

#### **Clean up:**

**Renter shall be responsible for basic cleanup when the event is over( Leaving everything as it was prior to setup) (Floor swept, tables wiped down, garbage/trash removed to the dumpster) Chairs returned to the carts, tables taken down and stacked (leaned) against the wall.**

1. All garbage and garbage bags to be emptied into the Post Dumpster. This includes the garbage cans in the kitchen and stove room if rented by the signee.
2. Ballons must be deflated prior to disposal
3. Cardboard shall be broken down so it lays flat in the dumpster.
4. Anything the renter put on the Hall walls, doors, ceiling shall be removed.
5. Floor swept clean.
6. Ensure that the dumpster is relocked after filling

## **Decorations**

In addition to previously stated rules the only decorations permitted in the VFW Post 3263 Hall are those which may be placed on the floor or on the tables. The renting party shall not hang, staple, insert thumb tacks, use tape or suspend decorations from the walls, ceilings, or doors within the VFW Post 3263 Hall EXCEPT if the renter uses PAINTER masking tape which will not harm the paint.

No candles or open flames are permitted at any time. The Renting party shall not use rice, bird seed, glitter or confetti of any type in the Post Hall or on the grounds outside of the Post. All decorations shall be removed by the Renter.

All VFW materials shall be left in place on the walls.

## **Use of Post Kitchen.**

If the renting party uses the Post Kitchen, they shall:

- a. Remove all boxes, food and trash from the Post Kitchen at the end of the rental period.
- b. Clean all counters and service work areas in the Post Kitchen, including any food spilled in the food warmer, walk in cooler, refrigerator or Freezer.
- c. Sweep the Kitchen floor
- d. Do NOT put any grease or metal objects in the garbage dumpster outside.

## **Indemnity.**

The renting party shall indemnify, defend, and hold harmless the VFW Post 3263 and it's officers and members against any and all demands, causes of action, or any other claim of the renting party, it's members, agents, employees, subcontractor, patrons, guests or invitees arising out of or related to the Renting Party's rental of our facilities.

## **Compliance with laws.**

The renting party shall comply with all applicable laws and regulations and shall not use or occupy the Post for any unlawful purpose or permit others to use or occupy the Post for any unlawful purpose.

## **Assignment**

This agreement may not be assigned or transferred without the express written consent of the VFW Post 3263.

## **Entire Understanding**

The Parties agree that this Agreement contains the entire understanding between them and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between the Parties except as contained

herein. This agreement cancels, annuls, and invalidates any and all prior agreements between parties, whether verbal or written, regarding the rental of the hall.

### **Modifications**

This agreement shall not be modified or amended except through an express written agreement signed by the Parties.

### **Security Deposit Refund Policy**

Security Deposit Refunds will be issued in cash to the person whose name and address is on the contract at the end of the rental event except for the following:

- a. The event is cancelled as specified below and the event date was a weekend date.
- b. The cancellation is less than 10 business days.

### **Cancellation Policy (Notice of Cancellation)**

1. You may cancel the rental transaction, within 15 business days prior to the date of the rental and will be refunded Hall payments plus security deposit.
2. If you cancel, any property traded in, any payments made by you under the contract or sale, and any Security interest arising out of the transaction will be cancelled.
3. To cancel the rental, mail or deliver a signed and dated copy of the contract with cancellation noted at the bottom or any written notice to:

**Commander, VFW Post 3263**

**60 Stonington Road**

**Mystic, Ct 06355**

## Mystic VFW Post 3263 Hall Rental Agreement

I, \_\_\_\_\_ have read and agree with the rules and  
Print First and Last name  
policies of the attached hall rental agreement. \_\_\_\_\_  
Signed

Alcohol will \_\_\_\_\_, will not \_\_\_\_\_ be consumed at this event.

Deposit: ½ Rental Fee: \$75.00 Paid \_\_\_\_\_ Date: \_\_\_\_\_

Kitchen use fee: \$50.00 Paid \_\_\_\_\_ Date: \_\_\_\_\_

Bartender fee: \$75.00 Paid \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due (2 weeks prior to date of event)

Amount: \_\_\_\_\_ Date due : \_\_\_\_\_ Paid \_\_\_\_\_

Renter: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approx # of Guests \_\_\_\_\_

Check # \_\_\_\_\_ Date: \_\_\_\_\_

Application Received By: \_\_\_\_\_

Phone: \_\_\_\_\_ Total Received: \_\_\_\_\_

Received From: \_\_\_\_\_  
Print Name

On: \_\_\_\_\_  
Date

For Hall rental on: \_\_\_\_\_  
Date

Check All That Apply:

Hall \_\_\_\_\_

Bartender \_\_\_\_\_

Kitchen \_\_\_\_\_

Print Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: