

Franklin VFW Post 3402

Function Hall Rental Agreement

AGREEMENT entered into this _____ day of _____, 2026, by and between Franklin VFW Post 3402, Franklin, MA (hereinafter referred to as the LESSOR) and the undersigned (hereinafter referred to as the LESSEE) as follows:

1. The LESSOR and its members, nominees, and/or agents will not be responsible or held liable for any violations of law or violations of the Rules pertaining to the use of the Post Function Hall (listed herein) or any of the following resulting from persons in attendance at the function for which this agreement covers:
 - a. Any injury resulting from intoxication either while on the premises or after leaving the same
 - b. Any injury/ All injuries attendant to the use of the Post facilities
 - c. Any and all damage to Post property attendant to the use of this facility
2. **The LESSEE agrees to be bound by and conform to the following Terms and Conditions for use of the Post:**
 - a. All rental fees established by the LESSOR WILL BE PAID IN FULL, in advance of the LESSEE's use of the Post facilities unless otherwise agreed to in writing. No deposit will be returned within 3 weeks of your function date. *Lessee initial* _____
 - b. **NO ALCOHOLIC BEVERAGES may be brought into the facility, either by the LESSEE or guests of the LESSEE, either before or during the function contracted for in this agreement.** *Lessee initial* _____
 - c. Alcoholic beverages may NOT be consumed outside the facility at any time. **Violation will cause immediate termination of the event and forfeiture of all rental monies paid.** *Lessee initial* _____
 - d. The stove top and oven may only be used with prior approval *Lessee initial* _____
 - e. No smoking allowed in the building. This includes the use of vaping and electronic smoking devices. Violators will be subjected to a \$250 cleaning fee and will cause immediate termination of the event and forfeiture of all rental monies paid. *Lessee initial* _____
 - f. No alcoholic beverages will be dispensed after midnight (12am) and no music (live or recorded) will be paid after midnight (12am) *Lessee initial* _____
 - g. The total period covered by this agreement shall not exceed six (6) hours. Extension of the rental period may be authorized if requested at least 15 days in advance and there is no scheduling conflict. Extension of time could incur a charge of \$50 per hour or any part of an hour. Standard rental periods are:
 - i. Morning/Afternoon 10am-4pm
 1. 10am - 11am is your time to set up and decorate the hall.
 2. 11am - 3pm is your event
 3. 3pm - 4pm is your time to clean up

ii. Evening 5pm-11pm

1. 5pm-6pm is your time to set-up and decorate the hall
2. 6pm-10pm is your event
3. 10pm - 11pm is your time to clean up.

iii. *Lessee initial* _____

h. No decorations may be affixed to the walls or ceilings of the function room or lounge without the expressed consent of the Post member, agent, or nominee with whom this agreement is entered into. No tape shall be placed on the floor. In any event, pictures on the walls of the post may NOT be removed. The Wall of Honor may NOT be covered up or disturbed at any time. *Lessee initial* _____

i. No glitter or confetti or related items should be used on the property.

j. The LESSEE and guests attending the function covered by this agreement are restricted to use of the Function Hall and Lounge and are not permitted in the basement of the Post Home. *Lessee initial* _____

k. The LESSEE and guests attending the function contracted by this agreement will not use the Post Home and any property for any activity other than the stated purpose of the function on this agreement.

l. The LESSEE and guests attending the function contracted by this agreement shall not proceed behind the bar or in any way interfere with the bartender when the bar is in operation.

m. The LESSEE and guests attending the function contracted by this agreement may not enter the kitchen area when a caterer has been engaged for the function.

n. The LESSEE and guests are not permitted to be in possession of keys/keycards to access the Post facility.

o. The LESSEE and guests attending the function contracted by this agreement may not remove Post property or equipment from the facility.

p. If your check is returned for any reason you will be billed for the amount of the check plus a \$40 fee. *Lessee initial* _____

q. No more than one hundred (100) people are allowed in the building at any one time. *Lessee initial* _____

r. All rentals will be assessed a \$100 refundable cleaning deposit. The deposit will be returned provided that:

- i. The floor is broom swept
- ii. The trash has been placed in trash bags and anything that doesn't fit is stacked next to the trash or on the counter
- iii. The parking lot is not a mess (ex: trash from the function left behind, balloons popped outside and left behind, etc)

s. The LESSEE and guests are not permitted to move, cover, disable, or in any way interfere with the internal and external security cameras. Any violations of this will result in immediate termination of LESSEE's event and forfeiture of any monies paid for rental and/or deposit. *Lessee initial* _____

By their signature below, the LESSEE understands and accepts the conditions laid out in this agreement.

LESSEE NAME: _____

LESSEE ADDRESS: _____

LESSEE TELEPHONE: _____

LESSEE EMAIL: _____

DATE AND TIME OF FUNCTION: _____

PURPOSE OF EVENT: _____

DATE OF AGREEMENT: _____

LESSEE SIGNATURE: _____