



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 8762 Member Number (if applicable) _____

Phone Number _____ Email _____

Address _____ City _____ State _____ Zip _____

Event Information: Date of Event _____

Time of Event (includes 8 hours total) _____

Number of Adults _____ Number of Children _____ Total Attendees _____

Event Description

Rental Total: \$ _____ Final Payment Due Date: _____

- Add Ons: Sodas, Bottled Waters, Glass Dispensers, Coffee, Tea, Speakers/Mic, Extra Hours, Extra Staff, Kitchen, Side Hall, BBQ

Notes:

FOR OFFICE USE ONLY:

Payments Received

Table with 4 columns: Amount \$, Date, Payment Type, Received by. Contains 4 rows of payment tracking information.



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HALL RENTAL RULES & REGULATIONS

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 applicant agrees to comply with and adhere to the rules and regulations of VFW Post 8762 as stated.

Renter Initials _____

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

PAYMENTS: To reserve your rental date on our calendar you must pay a **\$150** deposit that will go towards the total cost of your rental. Remaining rental balance must be paid at least **3 weeks** prior to your event.

CANCELLATION: Renter must advise via email to marketing@westsacvfw.com **at least 30 days prior** to the event if the renter desires to cancel their event for any reason. Failure to comply with this rule will forfeit all deposits previously made. Deposits paid for events booked **within less than 30 days** are non-refundable. No exceptions.

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 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,



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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 4.

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, confetti filled ballons, 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 main 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.

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 & Tea service can be provided for an additional fee of \$40 per Coffee Percolator and \$1 each Tea Packet (10 packet minimum). We have 2 large glass drink dispensers that we can fill with tap water and/or lemonade. Water is \$10 and Lemonade is \$20 each. No beverage of ANY KIND purchased from the VFW may be taken outside the building/hall (with the exception of the backyard/BBQ area). Such actions are in violation of the Alcoholic Beverages Commission and will result in the immediate end of the event.

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.

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.



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PARKING: We only have street parking around the building. Parking in the Funeral Home Lot is never permitted.

BAR TAB GRATUITY CLAUSE

For any event in which a bar tab (party tab) is established to cover beverages of any kind for the event's guests, including but not limited to alcoholic and non-alcoholic drinks, a **twenty percent (20%) gratuity** will automatically be added to the total bar tab amount. This gratuity will be distributed to the bar staff as service compensation and is non-negotiable.

RIGHT TO CANCEL EVENT: A VFW Staff Member/Officer reserves the right to cancel your event if there is any fighting (physical/verbal) that happens in or on premises at any time during the duration of your event. All deposits/payments will automatically be forfeited.

Renter Initials _____

CREDIT CARD INFO:

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Zip Code: _____

Card Type: _____

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 Hall Manager Name _____

VFW Hall Manager Signature _____

Date _____



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Event Questionnaire

1. What type of Alcohol do you think your guests will drink during the event?
2. Do you plan to pre-pay for sodas/waters for your guests?
3. Do you want our bartender(s) to have signature drink special(s) for your guests? If yes, what drink(s)?

Rental Rundown

Thank you for choosing Post 8762 for your upcoming event! Your rental includes a total of 8 hours from setup to cleanup. If you require extra time for setup, additional hours can be added at \$50 per hour. This must be approved and paid for at least one week before your event.

Your rental includes the use of 16 eight-foot rectangular tables and 150 cushioned folding chairs. Tables are located under the right side of the stage, and chairs are stored in racks inside the custodial room off the main hall. Please ensure you return all tables and chairs to their original locations after the event. Failure to do so will result in a cleaning fee of up to \$250.

Additionally, you are responsible for emptying all trash cans, sweeping, and mopping the floors in the rented areas.

For any changes to your contract or questions, please contact Ashley Alatorre at 916.420.4602. Calling the main post number may delay the response, so please contact Ashley directly.