## **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 N	Nember Number (if a	applicable)	
Phone Number_			Email			
Address			City	State	Zip	
<b>Event Informat</b>	ion: Date of	`Event	Time of Ev	/ent		
Number of Adul	ts (18 and over)	Number of C	hildren	Total number of A	Attendees	
Event Description	on					
Regulations of V Beverage Contro movement or put	TFW Post 8762 and bl, as interpreted by rehasing of alcohold all monies paid	d/or the rules esta y VFW Post 8762 blic beverages, the	ablished by the Ca 2, with regard to the e event will end in	ring or after the everalifornia Departmenthe furnishing, usage mmediately, all parted. This may include Renter Initials	at of Alcoholic e, consumption, cicipants will be e any deposits	
harmless VFW F VFW property, i responsible for the improper conduction	Post 8762, its emponent of all potential posts of all potential, verbal	loyees and offices areas prior to, dur persons permitted l or otherwise. I a	rs from any injury ring or after the e on the premises a acknowledge rece	red to VFW property to any person or devent. I understand to for the rental and to eipt of written VFW Renter Initials_	amages to any that I am prevent any Post Rules &	
The above applic stated.	cant agrees to com	ply with and adh	ere to the rules ar	nd regulations of VF Renter Initials		
THAT I HAVE I TERMS AND C	RECEIVED A CO	OPY OF SAME, I SAME, AND TH	HAS READ AND IE RENTAL AG	I AS THE RENTE O UNDERSTANDS REEMENT. I AGR	ALL THE	
Renter Signature	;	Date	VFW Staff Sign	ature	Date	
FOR OFFICE I	USE ONLY:					
Fees Main Hall \$	Sida Hall ¢	Vitaban C	Multimadia ¢	PP∩ ¢		
Extra Staff \$	Extra Hours \$	Fellowshin \$	Security \$	BBQ \$ <b>Total Due \$</b>		
Payments Receive		1 5110 W Shift #_	Security \$_	10tm1 Dut \$	<del></del>	
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 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*.

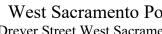
**DECORATING:** Nails, staples, push pins or tape are <u>NOT</u> to be used on any walls or surfaces. No open flame (including candles) is permitted. Confetti, rice, bubbles, and sparklers are <u>NOT</u> permitted. Renter is financially responsible for damages caused by use of any of the above. The side 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.

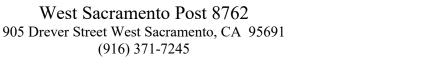
**KITCHEN PRIVILEGES:** The VFW does not provide any cooking or food prep materials. Should the renter want access to the kitchen they must pay the additional fee for use of the kitchen and provide all utensils pots, pans, etc.

**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.

### VETERAN OF FOREIGN WARS OF THE UNITED STATES







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 renters valid credit card or check on file for the s incur prior, during, or after the event.	
CREDIT CARD INFO:	
Cardholder's Name:	
Card Number:	
Expiration Date:	
Security Code:	
Card Type:	
Renter Signature	Date
VFW Staff Name	
VFW Staff Signature	Date