

West Sacramento Post 8762 905 Drever Street West Sacramento, CA 95691 (916) 371-7245



# HALL RENTAL AGREEMENT

Under the terms and con	ditions contained herein, th	e renter: No	n-Member UVFW	/ Member
Applicant Name		Post 8762 Member	er Number (if applicable)	·
Phone Number		Email		
Address		City	State	_Zip
<b>Event Information:</b>	Date of Event	Time of Eve	ent	_
Number of Adults (18 and	over) Number of C	hildren	Total number of Atto	endees
Event Description				
	Final Payn			
Regulations of VFW Pos Beverage Control, as into movement or purchasing asked to leave and all mo made for the rental.	r that should any violations at 8762 and/or the rules esta erpreted by VFW Post 8762 g of alcoholic beverages, the onies paid to VFW Post 876	ablished by the Ca 2, with regard to the e event will end in 62 will be forfeited	lifornia Department one furnishing, usage, on mediately, all particid. This may include a Renter Initials	of Alcoholic consumption, pants will be ny deposits
harmless VFW Post 876. VFW property, including responsible for the condu- improper conduct, physic	r that I am responsible for a 2, its employees and office g parking areas prior to, dur act of all persons permitted cal, verbal or otherwise. I a s them and agree to abide b	rs from any injury ring or after the ev on the premises for acknowledge recei	to any person or dam yent. I understand that for the rental and to print of written VFW Po	ages to any t I am event any ost Rules &
The above applicant agrestated.	ees to comply with and adh	ere to the rules and	d regulations of VFW Renter Initials	
THAT I HAVE RECEIVE TERMS AND CONDITE	STAND THE RULES & F ZED A COPY OF SAME, I IONS OF SAME, AND TH I AND EVERY TERM AN	HAS READ AND HE RENTAL AGR	UNDERSTANDS A	LL THE
Renter Signature	Date	VFW Staff Signa	ature	Date
FOR OFFICE USE ON Fees Main Hall \$ Side H	all \$ Kitchen \$	Multimedia \$_	BBQ \$ Parki	ing \$
Extra Staff \$ Extra :  Payments Received	Hours \$ Soda/Water \$	Security \$_	Total Due \$	
Amount \$ Date	e Received by e Received by			



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### HALL RENTAL RULES & REGULATIONS

**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 14 days 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. 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, 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.

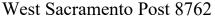
A credit card or check may be used for the deposits. The credit card will not be charged, and/or the check will not be cashed unless deemed necessary by VFW Staff/Officers for cleaning and/or damages. *Credit card information will be input on page 3*.

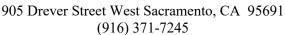
**DECORATING:** Nails, staples, push pins or tape are <u>NOT</u> to be used on any walls or surfaces. No open flame (including candles) is permitted. Confetti, confetti filled ballons, rice, bubbles, and sparklers are <u>NOT</u> permitted. Renter is financially responsible for damages caused by use of 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), <u>cannot</u> 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. We have a few large drink dispensers that we can fill with







lemonade, punch, or tap water. Each drink dispenser used is \$20 fee w/ x 1 refill each. Water is unlimited refills on drink dispensers. 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.

**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.

PARKING: WE CHARGE A \$50 FLAT RATE FEE TO UTILITZE THE GRAVEL PARKING LOT ACROSS THE STREET. PARKING IS NEVER PERMITTED IN THE FUNERAL HOME LOT.

CLEANING & SECURITY DEPOSITS: As stated on page 2, the VFW Post 8762 will keep the

renters valid credit card or check on file for the security of cleaning and/or damages that may incur prior, during, or after the event.

CREDIT CARD INFO:

Cardholder's Name:

Card Number:

Expiration Date:

Security Code:

Card Type:

Renter Signature

Date

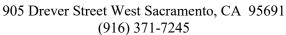
VFW Staff Name

Date

VFW Staff Signature \_\_\_\_\_



## West Sacramento Post 8762





## Rental Pricing is as follows:

Item	General Public	Veteran (Non-Member)	ACTIVE Member of Post 8762
Main Hall (includes 8 hours)	\$1200	\$800	\$600
Side Hall (can't rent alone)	\$200	\$150	\$50
Kitchen	\$200	\$150	\$100
BBQ/Grill	\$150	\$100	\$50
Audio/Visual	\$75	\$75	\$75
Parking (gravel lot)	\$50	\$50	\$50
Extra Hour(s)	\$50 per hour	\$50 per hour	\$50 per hour
Reserve Date (go towards rental total)	\$150	\$150	\$150
Additional Bartender (more than 80 people)	\$100	\$100	\$100

To be considered an ACTIVE Member of POST 8762, you MUST meet the following requirements:

- Are an approved member (Annual or Lifetime) via our officers and current on dues.
- Be an active/contributing member for at least 6 months prior to your rental date.
- Volunteer at least 16 hours prior to your rental date.
- Have attended at least 3 monthly VFW meetings prior to your rental date.

We do accept transfers; however, you still must meet the above requirements to receive the ACTIVE Member Pricing. Same requirements also adhere to Auxiliary Members. Members also must be on the contract and be present during the duration of the event.

Lifetime Members (deceased) – if you are the spouse or immediate family member of a deceased lifetime member of post 8762, we will honor the Veteran (non-member pricing). Membership must be verifiable. Spouse or immediate family member must be on the contract.