

HAMLIN VETERANS ASSOCIATION POST HOME RENTAL GUIDELINES

Rental Fees & Deposits

(INITIALS)

Social members must be paid up members for 2 consecutive years before receiving the member price.

Checks payable to: Hamlin Veterans Association

(INITIALS)

1/2 rental fee plus a \$50 cleaning deposit (separate checks please) are required within 3 weeks of requesting your rental date to secure your reservation. Balance of rental fee is due the day of the event. The building is not considered reserved until the contract is completed, signed and returned with both deposits to the booking agent. **If your event is cancelled 30 days or less from the reserved date or booked with less than 30 days and cancelled, there will be no refund.**

Bar

(INITIALS)

Your rental fee includes one bartender. A second bartender is required for all events of 75 people or more at an additional \$50 fee. All events where tickets are to be sold at the door require 2 bartenders. **All beverages both alcoholic and non-alcoholic must be purchased from the bar. No beverages including soda may be carried onto our premises by the renter or guest. Violators will be asked to leave the premises. Bottled water, juice boxes and juice are permitted.**

Decorating, Set Up & Clean Up

(INITIALS)

The Post Home will be open 1 hour prior to your guest arrival time for set up and decorating. Contact the booking agent for additional time. Set up and tear down of all tables and chairs and removing decoration is the renter responsibility. No tape or push pins shall be used anywhere inside the Post Home for decorating. All areas (hall, kitchen, bathrooms & outside areas including the parking lot) must be left as they were found to insure your cleaning deposit is returned. If you don't want the bother of clean up, just let us know and we will keep your deposit and the clean up will be done for you.

NO COOKING WILL BE DONE IN THE POST KITCHEN. BRINGING IN HOT FOOD AND MAINTAINING TEMPERATURE AT 200 DEGREES OR LESS IS PERMITTED. NO DISHES OR SILVERWARE WILL BE PROVIDED BY THE POST. RENTER IS RESPONSIBLE FOR BRINGING THOSE IN.

Caterer

(INITIALS)

Must provide a catering permit prior to the event. Renter must provide the name of the caterer 2 weeks prior to the party.

Music

(INITIALS)

All music must end no later than 1:00 a.m.

Renter's Signature _____

Date _____