

HAMLIN VETERANS ASSOCIATION POST HOME RENTAL GUIDELINES

Rental Fees & Deposits

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

Checks payable to: Hamlin Veterans Association

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

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.

Decorating, Set Up & Clean Up

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

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

Music

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

HAMLIN VETERANS ASSOCIATION RENTAL CONTRACT

Date of Event _____

Type of Event _____

Applicant's Name _____

Phone # _____

Address _____

Cell # _____

Non-Member \$200

Non Profit \$100

Member \$75 — check one organization

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(paid member for one year)

Details: Number of Total Guests

Guest Arrival Time

Setup Time

(Number of Guests under age 21

Setup Time is 1 hour before Guest Arrival Time — contact booking agent for more time

Gazebo: I will be using the gazebo

Yes

No _____

Bar: Cash _____

Open _____

Combo Cash/Open _____

(If you have any special requests please contact our Bar Steward, Duane at (757) 297-9735)

Catering: Business Name

Arrival Time

Music:

Yes

No

Set Up Time

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Grill:

Yes

No

It is very important that you read our post rental guidelines to insure your party is a success.

Please fill out, sign and return this contract with your 2 deposits (make checks payable to Hamlin Veterans Association) within the next 3 weeks of requesting your rental date to secure your reservation. If you have any questions, please call (585) 368-8799. Please mail to:

Shauna Clay
62 Cook Road
Hamlin, New York 14464

INITIAL HERE TO SHOW YOU UNDERSTAND BY SIGNING THIS

(INITIALS) CONTRACT THAT YOU ARE REQUIRED TO BE IN ATTENDANCE FROM SET UP
UNTIL CLEAN UP IS **FINISHED*****

(INITIALS) I have completed this contract, read and agree to the terms of the post rental guidelines.

Renter's Signature _____

Date _____

For Office Use Only:

Hall Rental Fee	
2 nd Bartender	
Deposit	
Balance Owed	

*Member prices are for immediate family only. Husband, wife, son or daughter. All other relatives are booked as non member prices.
