

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 \$75 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 \$275 _____ Non Profit \$100 _____ Member \$125 – check one organization
☐ VFW ☐ VFW AUX ☐ AVA ☐ AVA AUX ☐ SOCIAL
(paid member for two years) 6 hr. limit

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 _____

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

(INITIALS) *****PLEASE INITIAL HERE TO SHOW YOU UNDERSTAND BY SIGNING THIS
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	