

HALL RENTAL APPLICATION AND AGREEMENT

(Please Print Clearly)

1. Date Application Submitted: _____ 2. Date of event _____
3. Type of event: _____
4. Event Times (inclusive of setup and clean up): **Setup** _____ **Start** _____ **End** _____ **Clean** _____
5. Applicants Name: _____
- Business Name: _____
- Address: _____
- City/State: _____ Zip Code: _____
- Phone (Cell): _____
- Email: _____
6. Where will the deposit be returned to: ☐ Same address as applicants address?
- Address: _____
- City/State: _____ Zip Code: _____
7. Type of Rental? (**Select all that apply**) (*** see rates below**)
- ☐ Hall ☐ Kitchen ☐ Bartender ☐ Stage (DJ/Band/Karaoke) ☐ Wedding Reception
(**Reception include all**)
8. Anticipated event attendance: _____ (Note: Hall capacity is 150 persons)
9. Special Instructions:
- _____
- _____
- _____
- _____

Please remember that your Berlin VFW is a 501(c)(19) Non-Profit Veterans Service Organization, proceeds through our hall rentals help us fund our programs and mission to support our local veterans and active-duty military in the Berlin community. Thank You for your support in that mission!

Wells-Krause VFW Post 2925

420 N. Wisconsin Street

Berlin, WI, 54923



Rental Rates

SECURITY DEPOSIT: \$200 Cash / Check # _____		\$200.00
(Refunded within 14 days after the event if there is no damage, theft or additional cleaning required)		
HALL RENTAL: \$150.00 per event		
KITCHEN COOKING/PREPING/STAGING: \$50.00 per event		
CANTEEN - BARTENDER: \$50.00 per event/per Bartender		
☐ No Host Bar (Guests Pay) ☐ Host Bar (Host Pays Tab)		
WEDDING RECEPTIONS: \$300.00 per event Due to size & extent of event.		
(Receptions include Hall, Kitchen and One Bartender)		
SUB TOTAL		
AMOUNT PAID		
AMOUNT DUE 14 DAYS PRIOR TO EVENT		
Make Checks Payable to VFW Post 2925 TOTAL		
Cash / Check # _____		

- Your event will not be confirmed until the security deposit has been received.
- Rental Fees: Rental fees are due in full 14 days prior to the Event.
- The Post reserves the right to refuse use of the Hall to any person or group.
- At event conclusion, property will be cleaned and inspected in accordance with the Hall Rules and Regulations which are incorporated as a part of this Rental Application and Agreement.

VFW Hall Rules, Regulations and General Information

Please read & initial agreeing to terms

- _____ 1. Applicant is responsible for reading all information and for complying with all rules and regulations.
- _____ 2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the VFW Hall (refer to hereafter as “the Hall”).
- _____ 3. Application, fee and deposit for the Hall will be accepted by a VFW Post representative.
- _____ 4. The VFW is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the Hall property. **The VFW does not insure your event.**
- _____ 5. Individuals, groups or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold the Post harmless from all claims and damages arising from their use of the Hall.
- _____ 6. No animals, except service dogs, are allowed in any area of the Posts facilities unless approved by a Post representative.
- _____ 7. Smoking or Vaping are strictly prohibited in all indoor public places in accordance with Wisconsin State Laws. Smoking & Vaping is only allowed outdoors in the designated smoking area. **(Picnic tables under awning)**
- _____ 8. Items left for more than 14 days after an event will be considered abandoned and shall become the sole property of the VFW, which will be free to dispose of any such items as it sees fit.
- _____ 9. On the date of the event, the Hall will be opened by a representative of the Post. The Post representative shall have access to the facility at all times, including during the event, and shall not be refused entry for any reason.
- _____ 10. At the conclusion of the event, return the key to the facility to either a Post representative or put it in the drop box by the side door between the Bar and Kitchen.
- _____ 11. The applicant is responsible for cleaning the utilized areas of the facilities, and properly putting all VFW property utilized back in its original location. **See additional info regarding cleaning below.**
- _____ 12. The Post will be inspected by a Post representative after the event to insure the facility is free of damage and is cleaned as required by this agreement. The Applicant is liable for the replacement or repair of any fixtures, furniture or equipment damaged from the event.
- _____ 13. Consuming alcoholic beverages on the premises will adhere to state & city laws.
- _____ 14. Use of the Post kitchen without authorization will result in forfeiture of Security Deposit.
- _____ 15. Equipment and fixtures in the Hall may not be removed or altered under any circumstance. No structural or electrical changes to the Hall may be made.
- _____ 16. Table decorations and free-standing decorations are allowed. Applicant is required to remove any tape or substance used to adhere decorations for the event.

Cancellation Policy

1. If the reservation is canceled by the applicant 72 hours (3 days) in advance of the event date, the entire rental fee will be returned. If less than 72 hours the fee will be returned but the security deposit will be forfeited by the applicant.
2. Cancellation of your reservation by the Post will occur if:
 - a. Failure to make rental payment within the 14-day period or agreed upon date annotated on this application by the Post Representative.
 - b. The application is found to contain false or misleading information.
 - c. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the Hall facility.
 - d. If the facility is needed for emergency use.
 - e. Circumstances arising from natural disasters, power outage, or another unusual situation.
3. The Post shall not be liable to the Applicant for damages in excess of the Rental Amount for any cancellation or breach by the Post.
4. Changes in reservation times, or equipment needs must be submitted at least 5 days before the event date. Upon a request to change your reservation, you will be provided with a quote for any additional fees if applicable. Upon the applicant and Post Representative agreeing to the change, any subsequent cancellation will be subject to our cancellation policy.

Cleaning the Facility

1. The facility will be left in a **“as found or better”** condition prior to the rental.
2. Applicant will cleanup outside of the Post if individuals of the event utilized the outside area, to include smoking or vaping. Security deposit will be forfeited if outside cleanup was not complete, this includes disposal of cigarette butts in trash and emptying trash cans.
3. The Security Deposit paid by the applicant is a refundable deposit if all conditions of this rental agreement are met. Each applicant is **REQUIRED** to do the following:
 - a. All tables and chairs used during the event must be left clean, in place where originally found and chairs pushed in.
 - b. All decorations must be removed and properly discarded. The use of tape, thumbtacks, staples, nails, glue, or similar materials are to be removed.
 - c. A note for **WEDDING RECEPTIONS**--rice or bird seed is **“PROHIBITED”** on the premises.
 - d. If the kitchen is utilized to cook or prep, the refrigerators, ovens, stove, grill, sinks, floor and countertops must be left clean.
 - e. Recycling bins for aluminum, glass, plastic, and paper are available at the Post. We strongly encourage recycling. Please alert the event cleanup crew and/or caterer about our recycling effort.
 - f. The applicant is required to sweep and mop areas utilized after event.
4. The Security Deposit is refundable if the facility is properly cleaned in accordance with these requirements.

Permits/Certificates

1. Any required permits must be obtained prior to date of event and shown to the Post representative the day of the event.
2. At least one individual at the event must have a state of Wisconsin Food Handlers Permit to utilize the kitchen to cook or prepare food in accordance with Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP). The VFW Kitchen is licensed as a Commercial Kitchen and is required to follow state laws.

Applicant represents and warrants that all of the information provided by applicant in this application is true and correct, has read, understands, and will comply with the VFW Hall Rules and Regulations. I am authorized to make this Application on behalf of the group or organization.

The individual signing this Rental Application and Agreement personally guarantees the obligations of the organization or group renting the VFW Facilities.

Name of Applicant: (Print Clearly) _____

Signature: _____ Date: _____

VFW Post 2925 Representative: (Print Clearly) _____

Signature: _____ Date: _____