LOCKPORT VFW POST 5788 HALL RENTAL AGREEMENT

Thank you for choosing the Lockport Veterans of Foreign Wars Post 5788 to host your event. We look forward to working with you.

This agreement was made on this\_\_\_\_\_ day \_\_\_\_\_\_\_ 20\_\_\_, between the Lockport VFW LOCATED AT 1026 E. 9TH STREET IN LOCKPORT, IL.

And

NAME

ADDRESS

STATE,ZIP CODE

\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_

PHONE

Date of Event 

Start Time AM/PM

End Time \_\_\_\_\_\_\_\_\_\_AM/PM

# END TIME CAN NOT GO PAST ELEVEN PM

THE RENTAL RATES FOR THE HALL:

$130.00 PER HOUR UP TO 100 PERSONS

$ 185.00 PER HOUR 101 TO 200 PERSONS

(The above rates include bartender fees of $20.00 per hour)

SET UP/TAKE DOWN FEE $50.00

A SECURITY DEPOSIT OF $200.00 IS REQUIRED AND DUE UPON THE TIME OF AGREEMENT.

BALALNCE IS DUE 2 WEEKS PRIOR TO EVENT.

SECURITY DEPOSIT IS REFUNDABLE UP TO 30 PRIOR TO YOUR EVENT WITH WRITTEN NOTICE OF CANCELATION. ANY CANCELATION LESS THAN 30 DAYS WILL FORFEIT SECURITY DEPOSIT.

A BAR TAB REQUIRES A $500.00 DEPOSIT PRIOR TO THE START OF THE EVENT, PAID BY CASH OR CREDIT CARD ONLY. A COPY OF RENTEES DRIVERS LICENSE IS ALSO REQUIRED.

RULES

IF EVENT HAS MORE THAN 150 PEOPLE, THE RENTEE MUST PROVIDE SECURITY THROUGH THE LOCKPORT POLICE DEPARTMENT.

NO CHILDREN ALLOWED IN CLUB ROOM OR GAME ROOM.

NO ALCOHOLIC BEVERAGES ARE ALLOWED OUTSIDE THE BUILDING, EXCEPT FENCED BACK YARD.

NO OUTSIDE ALCOHOL, SODA OR WATER MAY BE BROUGHT ONTO THE VFW PREMISIS.

DECORATIONS CAN NOT BE HUNG FROM EITHER THE CEILING OR WALLS.

ONLY EMPLOYEES OF THE VFW ARE ALLOWED BEHIND THE BAR.

KITCHEN IS NOT AVAILABLE FOR USE.

NO SMOKE MACHINES.

NO BUBBLE MACHINES.

NO OPEN FLAME DECORATIONS (STERNOS ARE ALLOWED FOR FOOD).

ANY DAMAGE DONE TO VFW PROPERTY WILL FORFEIT YOUR SECURITY DEPOSIT.

WE DO NOT PROVIDE COVERINGS FOR TABLES.

RENTER IS RESPONSIBLE FOR CLEARING OFF TABLES AND DISPOSING OF ALL DECORATIONS. EXCESS GARBAGE ON FLOOR WILL FORFEIT YOUR DEPOSIT.

AVAILABLE PACKAGE

\_\_\_\_ CASH BAR, YOUR GUESTS PAY FOR THEIR OWN DRINKS.

\_\_\_\_ OPEN TAB, PAID BY RENTEE.

\_\_\_\_ OPEN BAR. (ALL PRICES ARE PER PERSON)

\_\_\_\_ BEER AND WINE $ 8.00 FIRST HOUR

$ 4.00 SECOND HOUR

$ 2.00 EACH ADDITIONAL HOUR

\_\_\_ BEER WINE AND HOUSE DRINKS

$ 9.00 FIRST HOUR

$ 5.00 SECOND HOUR

$ 2.00 EACH ADDITIONAL HOUR

\_\_\_ BEER WINE AND CALL DRINKS

$ 11.00 FIRST HOUR

$ 7.00 SECOND HOUR

$3.00 EACH ADDITIONAL HOUR

\_\_\_ BEER WINE AND PREMIUM DRINKS

$ 13.00 FIRST HOUR

$ 7.00 SECOND HOUR

$3.00 EACH ADDITIONAL HOUR

Gratuity option

\_\_\_\_\_ 15% GRATUITY ADDED TO YOUR TAB

\_\_\_\_\_ 20% GRATUITY ADDED TO YOUR TAB

\_\_\_\_\_ GUESTS TIP AT THEIR DISCRETION

NUMBER OF PEOPLE \_\_\_\_\_\_\_\_\_\_\_

RATE FOR TOTAL RENTAL $\_\_\_\_\_\_\_\_\_

SET UP FEE $50.00

SECURITY DEPOSIT AMOUNT $\_\_\_\_\_\_\_\_\_ PAYMENT TYPE \_\_\_\_\_\_\_\_\_ BAR TAB YES\_\_\_\_\_\_NO\_\_\_\_\_\_\_ TAB DEPOSIT (MIN $500.00) \_\_\_\_\_\_

APPLIED TO TOTAL SALES

TOTAL AMOUNT DUE $\_\_\_\_\_\_\_\_\_ RECEIPT NO#\_\_\_\_\_\_\_

HALL RENTAL ONLY DUE 2 WEEKS BEFORE EVENT $\_\_\_\_\_\_\_\_

TOTAL AMOUNT OF BAR BILL AND GRATUITY DUE IMMEDIATELY UPON COMPLETION OF EVENT.

ROUND TABLES YES\_\_\_\_\_ NO\_\_\_\_\_ (ONLY 20 AVAILABLE)

BY SIGNING, YOU THE RENTER, ARE AGREEING TO THE TERMS AND RULES OF THIS CONTRACT & THE VFW POST 5788.

RENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VFW REPRESENTATIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VFW OFFICER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANY QUESTIONS PLEASE CALL 1-815-838-1066

NOTES

Beer selection

Please choose 4 domestic beers to be served at your event

Miller Genuine draft Miller Highlife Miller Lite Miller 64

Budweiser Bud light Michelob Ultra Old Style

Pabst Blue Ribbon Coors Light

If your package includes imported beer, please select 2

Corona Corona Light Heineken Heineken Light

Becks Goose Island 312