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 ST, LOCKPORT, IL.

**AND**

**NAME**

**ADDRESS**

**STATE, ZIP CODE**

,

PHONE

DATE OF EVENT

START TIME

END TIME

END TIME CAN NOT GO PAST ELEVEN PM

THE RENTAL RATES FOR THE HALL:

$115.00 PER HOUR UP TO 100 PERSONS

$ 170.00 PER HOUR 101 TO 200 PERSONS

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

BALANCE IS DUE 2 WEEKS PRIOR TO EVENT.

SECURITY DEPOSIT IS REFUNDABLE UP TO 30 DAYS PRIOR TO YOUR EVENT WITH WRITTEN NOTICE OF CANCELLATION. ANY CANCELLATION 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, PAY 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 $200 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