

Lockport VFW: Post 5788 Hall Rental Information

Thank you for choosing the Lockport VFW: Post #5788 to host your event!

Renter Information:

- Name: _____
- Address: _____
- Phone Number: (____) ____ - ____
- Event Date: _____
- Start Time: _____
- End Time: _____ (Event must end at 11 PM)
- Number of Attendees: Less Than 100 101-200

Rental Rates / Fees, and Payment:

- Security Deposit: \$200.00 (required for all rentals, due at contract signing)
- Hall Set-Up: \$50.00
- Rates:
 - \$115 per hour for up to 100 persons
 - \$170 per hour for 101 to 200 persons
- The rental balance is due two weeks prior to the event.
- The security deposit is refundable up to 30 days prior to the event. Cancellation less than 30 days before the event will result in forfeiture of the security deposit.

Rules and Regulations:

1. If an event has more than 150 people, the renter must coordinate security through the Lockport Police Department.
 - A. Lockport Police Department Contact (815) 838-2131
2. No one under the age of 21 is allowed in the club or game rooms.
3. Alcohol is permitted outside on the back patio only.
4. No outside beverages or alcohol may be brought onto the premises.
5. No guests or hosts are permitted behind the bar.
6. The kitchen is not available for use.
7. Open flame decorations are not permitted.
8. Damage to the hall or premises will result in forfeiture of the security deposit.
9. Table coverings must be furnished by the renter.
10. Renters are responsible for clearing all tables and decorations at the event's end.

PLEASE SEE BELOW FOR HALL AND BAR SELECTIONS

TABLE TYPE	
	ROUND (20 AVAILABLE)
	RECTANGLE
DRINK PACKAGES	
	CASH BAR - GUESTS PAY FOR ALL DRINKS
	TAB - PAID BY LESSEE - \$500.00 DEPOSIT REQUIRED AT EVENT START
	OPEN BAR PACKAGE 1- BEER & WINE (ALL PRICES ARE PER PERSON)
	<div> \$8.00 FIRST HOUR \$4.00 SECOND HOUR \$2.00 EACH ADDITIONAL HOUR </div>
	OPEN BAR PACKAGE 2 - BEER, WINE, HOUSE DRINKS
	<div> \$9.00 FIRST HOUR \$5.00 SECOND HOUR \$2.00 EACH ADDITIONAL HOUR </div>
	OPEN BAR PACKAGE 3 - BEER, WINE, CALL IT DRINKS
	<div> \$11.00 FIRST HOUR \$7.00 SECOND HOUR \$3.00 EACH ADDITIONAL HOUR </div>
	OPEN BAR PACKAGE 4 - BEER, WINE, PREMIUM DRINKS
	<div> \$11.00 FIRST HOUR \$7.00 SECOND HOUR \$3.00 EACH ADDITIONAL HOUR </div>
GRATUITY OPTION	
	15% ADDED TO TAB
	20% ADDED TO TAB
	GUESTS TIP AT DISCRETION