

Veterans of Foreign Wars (VFW) Post 4676



Hall Rental Contract Agreement

Renter's Name:
Renter's Phone:
Renter's Address:
Type of Event:
Date of Event:
Start & End Time of Event:
Number of Attendees:

Hall Selection & Fee

Large Hall (75 Capacity):
Small Hall (25 Capacity):
Kitchen Prep (No cooking):

Minimum Required Deposit to Reserve Date & Time(s)

Large Hall (75 Capacity):
Small Hall (25 Capacity):
Kitchen Prep (No cooking):

Terms and Conditions

Security Deposit – Must be made upon signing of contract to secure the date of event and will be returned within 2 weeks at the conclusion of the event, after deducting any charges for excessive cleaning required, repair, or replacement costs. All payments relating to this contract must be made in cash, credit, or debit card.

Rental Fee – Must be paid in full prior to start of event or any part thereof (including decorating or bringing supplies onto premises). **Fees are for a 6-hour period.** An additional charge of \$35.00 per hour, beginning at the end of the assigned time, will be assessed for any use of the halls or kitchen beyond the 6-hour period.

Refunds – Cancellations made in advance of the event date will receive a refund as follows:

15 days or more of the event date:	100% refund
Within 8-14 days of the event date:	80% refund
Within 4-7 days of the event date:	50% refund
Within 48 hours of the event date:	0% refund

Alcoholic beverages of any kind are not permitted to be brought in or on the premises, to include the parking lot. *Violations by renter or their guests will be considered a breach of contract and may result in immediate termination of the event and loss of refund.

Alcoholic beverages not carried by us must be ordered and paid for at least 2 weeks in advance.

Property Damage – renter agrees to pay for all damages to VFW Post 4676 property caused by renters' guests.

Veterans of Foreign Wars (VFW) Post 4676



Hall Rental Contract Agreement

Cleaning – Renter is responsible for leaving the halls and kitchen in the same condition when rented; cleaning floors, table, counters, sink area, and placing all trash in the receptacles provided.
Loud Noise & Music – volume must not disrupt other patrons using the facility. On duty staff will determine noise or the music's acceptable volume level.

Restrictions

Game room is for VFW members only
Kitchen rental use is for prepping, serving, and washing only, No cooking.
No food, oil, or grease shall be dumped in the kitchen sink.
Drinking alcoholic beverages in the parking lot is prohibited by law and may result in police being called and event terminated.

Special Provisions/Instructions

VFW Post 4676 Representative and Renter accepts and agree to the above terms and conditions as indicated by their signature(s) as dated:

Renter Signature and Date: _____

VFW Post 4676 Signature and Date: _____

Deposit Amount: _____ **Rec'd By:** _____ **Date:** _____

Balance Due: _____

Paid in Full: _____ **Rec'd By:** _____ **Date:** _____

*Bring completed contract and deposit/rental fee (cash or credit/debit card) to VFW Post 4676, 202 W Aviation Blvd, Universal City, TX 78148. Any questions, email: cmdr4676@gmail.com