



VFW CALABASH POST #7288
Post Hall Rental – Terms & Conditions

- **Hall Rental & Capacity:** Members of VFW Calabash Post #7288 (“VFW”) may rent the hall for a fee of \$100. Non-members and outside organizations may rent the hall for a fee of \$300 for the **first four (4) hours, with an additional charge of \$25 per hour thereafter.** The **maximum** number of people allowed in the VFW hall is **140**.
- **Bartenders:** If a bartender is needed, parties of less than 100 people require one (1) bartender and parties of more than 100 people require two (2) bartenders. Payment of \$15 per hour, per bartender will be charged. If no bartender is needed, the renter agrees to a payment of \$15 per hour for selected Post member to close the hall following the function.
- **Deposit:** The renter is required to pay a deposit of \$150. The renter has the option to ensure that the hall and bathrooms are cleaned and the tables and chairs are returned to their designated location on the date of the rental following their function. If this is done satisfactorily, the deposit will be returned. **If this is not completed in a satisfactory manner or the renter chooses not to clean the hall and/or bathroom and/or chooses not to return the tables and chairs to their designated locations, the deposit will not be returned.**
- **Catering Meals:** If any renter desires food to be catered for the event, the House Committee Chairman, or his/her agent must be notified. The renter or a third party is not authorized to utilize the kitchen to prepare food or meals in the VFW. The renter agrees that VFW kitchen and supplies are not to be used by the Renter, third-party caterer or any attendees of the Renter. Examples include but are not limited to boxes, towels, aluminum foil, plastic wrap, serveware, cutlery, pots and pans, etc.
- **Alcoholic Beverages:** **Under NO CIRCUMSTANCES** shall the Renter, Renter’s Caterer, Renter’s Guests or other third party introduce any form of **ALCOHOLIC BEVERAGES AND/OR ILLEGAL SUBSTANCES** into the hall, parking areas or other areas of the VFW. Violators will be asked to vacate the premises and deposits or other payments will **NOT** be refunded. All forms of **alcoholic beverages must be purchased from the VFW on a per drink basis.** All arrangements for the purchase of alcoholic beverages and non-alcoholic beverages must be negotiated by the renter with the House Committee Chairman or his/her agent. Special requests pertaining to beverages will be outlined in the Rental Contract at the time the Rental Contract is signed. The Bartender reserves the right to refuse to serve ALCOHOLIC BEVERAGES to any person deemed to be impaired.
- **Hall Decorating:**
 - **NO Post decorations, specifically those for the POW/MIA Memorial display, will be removed unless specifically authorized and specified in this signed agreement;**
 - **NO pushpins, NO tacks, NO scotch tape may be used to decorate the walls of the Post Hall;**
 - **NO light strips or other decorations may be attached to the floor.**
- **Restrictions:** The Post has a **NO Smoking Policy** and a **NO Firearms and NO Weapons Policy.**
- **CANCELLATION:** Cancellation of the Rental of the VFW Hall made less than **7 DAYS** prior to the rental date will result in **FORFEITURE OF DEPOSIT.**

Rental Agreement & Contract

This rental agreement and contract is between “**Renter**” (print name) _____
and **VFW Calabash Post #7288** (authorized agent) _____

The above named “**Renter**” has agreed to rent the VFW’s Post Hall on date (**mm/dd/yyyy**) _____

FROM (time) _____ (a.m./p.m.) **TO** (time) _____ (a.m./p.m.)

Number of People Attending: _____ **Catered (Y/N)** _____ **DJ (Y/N)** _____

Hall Rental Fee: (Member) _____ **(Non-Member)** _____

Bartender Security: _____ (per hour) X _____ (hours) = **Total \$** _____

Special Requests: Beer: _____ **Wine:** _____ **Liquor:** _____

Subtotal Charges: \$ _____

Hall Cleanup Deposit: _____ (per terms & conditions)

Balance Due 30 Days prior to the event Less Deposit: \$ _____

The above named person (Renter) agrees to and accepts the above charges. The “Renter” also acknowledges that they have read and agree to the “terms and conditions” of this Rental Agreement. By signing this agreement the “Renter” agrees and understands that any failure to abide by these terms and conditions could result in being required to vacate the premises upon request by the Post.

Renter’s Name/Organization (Please Print): _____

Renter’s Street Address: _____

Renter’s City/State/ZIP Code: _____

Renter’s Telephone #: _____

Renter’s Signature: _____ **Date Signed:** _____

Approved by VFW Calabash Post #7288 Authorized Agent

Name (print): _____

Signature: _____

Date: _____