



Greenwood Memorial

Veterans of Foreign Wars Post 5864

333 S. Washington St. -- Greenwood, IN 46143 -- 317-888-2488

-- Banquet Room and / or Shelter House Rental Agreement --

- | | |
|--|---|
| <input type="checkbox"/> Banquet Room Rental – Non-Member | <input type="checkbox"/> Shelter House Rental – Non-Member |
| <input type="checkbox"/> Banquet Room Rental – VFW Member | <input type="checkbox"/> Shelter House Rental – VFW Member |
| <input type="checkbox"/> Banquet Room Rental – VFW 5864 Member | <input type="checkbox"/> Shelter House Rental – VFW 5864 Member |

Today's Date _____ Rental Date _____

Renter's Name / Event _____ Rental Time: From _____ To _____

Address: _____

City / State / Zip: _____ e-mail: _____

Cell #: _____ Home #: _____ No. of Attendees _____

-- Banquet Room and / or Shelter House Costs --

Rental Cost \$ _____

Cleaning Fee / Deposit ** \$ 100.00

Bartender Cost (Minimum of \$100 for 5 hours – If any alcoholic beverages are served) \$ 100.00

Kegs of Beer: (\$160 per keg x number of kegs _____ and Brand _____) \$ _____

Kegs of Beer: (\$160 per keg x number of kegs _____ and Brand _____) \$ _____

Soft Drinks: (Minimum of \$75 for unlimited Soft Drinks) \$ _____

Catering Charges meals at \$ _____ per meal ...= \$ _____

Menu on separate sheet

AV System Sound System Other -- \$40 each \$ _____

Round Tables Needed -- _____ Rectangular Tables Needed -- _____ \$ No Charge

_____ Tablecloths @ \$5. each Black Red White \$ _____

Total Cost..... \$ _____

Deposit or Money Paid (1) -- \$ _____

New Balance if Any = \$ _____

(1) Date Paid _____ Cash Check # _____ Credit Card

Deposit or Money Paid (2) -- \$ _____

New Balance if Any = \$ _____

(2) Date Paid _____ Cash Check # _____ Credit Card

Total Balance Due – To be paid ten (10) days prior to event..... = \$ _____

** Refund of \$100 Cleaning Fee if the room is properly cleaned (See Item 19 on reverse side)

Bar Manager or Representative _____ Date _____

Bartender Assigned to this Event _____ Manager's Initials _____

Refund of \$ _____ is Approved Disapproved _____ Manager's Initials _____

Banquet Room and/or Shelter House Rules, Terms and Conditions of Rental Agreement and Renter's Signature on Reverse Side.

Renter's Initials