

## **Banquet Room and / or Shelter House Rules, Terms and Conditions of Rental Agreement**

01. **All beverages** including liquor, beer, champagne, wine and/or soft drinks must be purchased from the Post. Any liquor, beer, champagne, wine and/or soft drinks which are ordered must be paid for in advance. The renter may provide his or her own non-alcoholic fruit punch, ice tea or coffee.
02. Drinks of any kind, including alcoholic, are not to be carried in or out of the Post or on or off the Post property. Our facility is completely smoke-free. No drugs are allowed.
03. No one under 21 years of age shall be allowed to consume alcoholic beverages. The renter is responsible to ensure his or her guests strictly adhere to this rule.
04. **Food items** can be brought into the Post. Due to insurance restrictions and liability, the VFW's kitchen cannot be used in any capacity for your event.
05. No unapproved and / or unauthorized gaming or illegal gambling can occur in the VFW's facility. Officers of the VFW, from time to time, are authorized to observe the renter's and their guests to make sure gaming or gambling is not occurring.
06. **Children shall be supervised always** to ensure adherence to the Banquet Room / Shelter House rules and terms of this agreement. They shall be under the renter's control always.
07. All guests of the renter, including children, shall remain in the Banquet Room or Shelter House, with full access to the restrooms. All other areas of the Post property are off-limits to guests.
08. No loitering or congregating of guests outside the building including the parking lot.
09. Post wall hangings shall not be removed, even on a temporary basis.
10. Renter's decorations or hangings may be placed on the walls or ceiling if tacks, nails, staples or other attachments that can damage walls or the ceiling are not used.
11. Glitter or confetti is not allowed for decoration or celebration. Tea-light candles only, are permitted.
12. Time extension of Banquet Room/Shelter House hours beyond those specified in this agreement shall be at the discretion of the bartender on duty or a Post Officer. Additional time will incur additional costs of \$60 per hr. for the hall; \$20 per hr. for the Shelter House; and \$15 per hr. for the bartender
13. A projector and screen are available for a deposit of \$50 plus a rental fee of \$25. Sound equipment is also available with a rental fee of \$25.
14. If, through no fault of the Post, I must cancel this agreement, I agree that the deposit amount shall be forfeited and will become a donation to the VFW based on these cancellation dates: 90 days before the event date = 100% Refund; 60 days before the event date = 50% Refund; and 30 days or less before the event date = **No Refund**. Cancellations must be in writing and signed by a Post Officer or the Canteen or Banquet Manager.
15. Fire exits and doors shall not be blocked by any furniture or other obstacles.
16. I agree, as the renter, to be present during the rental period to enforce the rules and to assist in ensuring proper conduct of all my guests. I shall assist in monitoring and supervising all guests to ensure they do not become unruly or intoxicated.
17. I agree to be financially responsible for any property damages resulting from this rental.
18. The Post reserves the right to remove any, and all parties in violation of these rules.
19. **Definition of Cleaned Property – All renter's decorations, tape, stick pins, etc. will be removed without damage to the premises. All tables will be cleaned and wiped down. All cups, bottles, etc. will be emptied before being placed in the trash. All trash is to be placed into proper trash containers. Trash does not have to be taken out.**

I, the undersigned renter, speak and read English. I have read, understand, and agree with all the above rules, terms and conditions stipulated in this agreement with VFW Post 5864.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

VFW's Signature \_\_\_\_\_ Date \_\_\_\_\_