



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 --

- Banquet Room Rental – Non-Member
- Shelter House Rental – Non-Member
- Banquet Room Rental – VFW 5864 Member
- Shelter House Rental – VFW 5864 Member

Today's Date \_\_\_\_\_ Rental Date \_\_\_\_\_

Renter's Name \_\_\_\_\_ Rental Time: From \_\_\_\_\_ To \_\_\_\_\_

Renter's Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

VFW Member's Name: \_\_\_\_\_  Copy of Card No. of Attendees \_\_\_\_\_

Event or Purpose for Rental: \_\_\_\_\_  Discount

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

Rental Cost .....\$ \_\_\_\_\_

Deposit \*\* ..... \$ **125.00**

Bartender Cost (Minimum of \$125 for 5 hours – If any alcoholic beverages are served) ..... \$ \_\_\_\_\_

Kegs of Beer: (\$170 per keg x number of kegs \_\_\_\_\_ and Brand \_\_\_\_\_) \$ \_\_\_\_\_

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

Catering Charges – (Menu is on a separate sheet) ..... \$ \_\_\_\_\_

Round Tables Needed -- \_\_\_\_\_ Rectangular Tables Needed -- \_\_\_\_\_ \$ **No Charge**

Total Cost..... \$ \_\_\_\_\_

(1) Deposit or Money Paid – Receipt # \_\_\_\_\_ -- \$ \_\_\_\_\_

(1) Date Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Credit Card

(1) New Balance if Any ..... = \$ \_\_\_\_\_

(2) Deposit or Money Paid – Receipt # \_\_\_\_\_ -- \$ \_\_\_\_\_

(2) Date Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Credit Card

(2) New Balance if Any ..... = \$ \_\_\_\_\_

(3) Deposit or Money Paid – Receipt # \_\_\_\_\_ -- \$ \_\_\_\_\_

(3) Date Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Credit Card

(3) New Balance if Any ..... = \$ \_\_\_\_\_

(4) Deposit or Money Paid – Receipt # \_\_\_\_\_ -- \$ \_\_\_\_\_

(4) Date Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Credit Card

(4) New Balance if Any ..... = \$ \_\_\_\_\_

**New Balance If Any – TO BE PAID TEN (10) DAYS PRIOR TO THE EVENT** ..... = \$ \_\_\_\_\_

\*\* Refund of \$125 Deposit will be made within 10 (ten) days of the event by U.S. Mail, if the room is properly cleaned and returned to the same condition as when it was rented (See Items 15 and 18 on reverse side)

Bar Manager or Representative \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_ 04-21-2019