



Greenwood Memorial

# Veterans of Foreign Wars Post 5864

1842 Veterans Way -- Greenwood, IN 46143 -- 317-888-2488

## -- Banquet Room Rental Agreement --

- Non-Member
- VFW 5864 Member
- Banquet Rooms A and B
- Banquet Room A or  Banquet Room B
- Shelter House

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 Costs --

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

Deposit \*\* ..... \$ **150.00**

Bartender Cost (Minimum of \$150 for 5 hours – If any alcoholic beverages are served) ..... \$ \_\_\_\_\_

Kegs of Beer: (\$175 per keg x number of kegs \_\_\_\_\_ and Brand \_\_\_\_\_) \$ \_\_\_\_\_

Soft Drinks: (Minimum of \$85 for unlimited Fountain 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 \$150 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 Rules, Terms and Conditions of Rental Agreement and Renter's Signature on Reverse Side.

\_\_\_\_\_  
Renter's Initials

03-17-2020

## 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 VFW Post 5864** (Post). Any special-order 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, iced tea, water or coffee only.
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. No weapons are permitted.
03. No one under 21 years of age shall be allowed to consume alcoholic beverages. The renter is completely responsible to ensure his or her guests strictly adhere to this rule and law.
04. **Food items** can be brought into the Post upon approval of the VFW. 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 or on its' property. Officers of the VFW, from time to time, are authorized to observe the renters 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. The exception would be for smoking.
09. Post wall hangings shall not be removed, even on a temporary basis. The televisions in the Banquet Rooms are strictly for the Post's weekly Bingo games. The TV's can be rented for the time you occupy the Banquet Room (5 hours) for fifty dollars (\$50.). If a remote is lost or damaged, the renter will forfeit their deposit in its entirety.
10. Renter cannot place decorations or hangings on the walls or ceiling with tacks, nails, staples or other attachments that can damage walls or the ceiling.
11. Glitter or confetti is **not allowed** for decoration or celebration. Tea-light candles are only permitted if they operate by batteries. Lighting candles with fire is **not permitted** for safety and liability reasons.
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 \$75 per hour for the hall; \$25 per hour for the Shelter House; and \$25 per hour for use of the bartender
13. If, through no fault of the Post, the renter must cancel this agreement, the renter agrees that the deposit amount shall be forfeited and will become a donation to the VFW based on these cancellation dates: 90 days or more before the event date = 100% Refund; 60 to 89 days before the event date = 50% Refund; 31 to 59 days before the event date = 25% 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 / Bar Manager.
14. Fire exits, and doors shall not be blocked by any furniture or other obstacles.
15. **The renter agrees to be present during the entire rental period** to enforce the rules and to assist in ensuring proper conduct of all their guests. They shall assist in monitoring and supervising all guests to ensure they do not become unruly or intoxicated. **If the renter is not present for the entire event, the deposit will be forfeited.**
16. The renter agrees to be financially responsible for any property damages whatsoever resulting from this rental. Renter or his or her guests are absolutely forbidden to touch, open or close the bi-fold doors that separate Banquet Room A from Banquet Room B.
17. The VFW reserves the right to remove any, and / or all individuals in violation of any of these rules or laws in this agreement.
18. **Definition of Cleaned Property – If the renter fails to remove any decorations or other property they own, the VFW's Clean-up Crew will remove it and retain the renter's deposit. 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. Deposit will be refunded within ten (10) days by U.S. Mail if the renter has complied with all Terms and Conditions of this Agreement.**
19. Since our facility is brand new, from time to time there may be other rules and regulations implemented for use of the Banquet Room. Those rules and regulations must be followed as if they were written into the original agreement.

I, the undersigned renter, 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 \_\_\_\_\_