



Greenwood Memorial

Veterans of Foreign Wars Post 5864

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

-- Banquet Room Rental Agreement --

- Non-Member Banquet Rooms **A** and **B** Shelter House (Not Available)
 VFW 5864 Member Banquet Room **A** or Banquet Room **B**

Today's Date _____ Rental Date _____ No. of Attendees _____

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

Renter's Address: _____ Cell #: _____

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

Event or Purpose for Rental: _____ Other _____

-- Banquet Room Costs --

Rental Cost	\$ _____
* Sunday Rentals – 25% Premium in addition to Regular Rental Cost	
Deposit ** (see below)	\$ 200.00
Set-Up, Clean-Up, Trash Taken Out	\$ 50.00
Bartender Cost *** (Minimum of \$175 for 5 hours – If alcoholic beverages are served)	\$ _____
*** Sunday – \$50 Premium in addition to Regular Bartender Charge	
Kegs of Beer -- Price is based on the brand of beer purchased. (Market Price)	\$ _____
Soft Drinks: (Minimum of \$85 for unlimited 12 oz. cans of various Soft Drinks)	\$ _____
Catering Charges	\$ _____
Round and / or Rectangular Tables Needed – (See separate layout sheet)	\$ 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 = \$ _____

New Balance If Any – TO BE PAID IN FULL TEN (10) DAYS PRIOR TO THE EVENT = \$ _____

** Refund of \$200 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 13 and 15 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 Revised 01-10-2022

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 building 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 or on the VFW's facility / property. Officers of the VFW, from time to time, are authorized to observe the renters and guests to make sure gaming or gambling is not occurring.
06. **Children shall always be supervised** to ensure adherence to the Banquet Room / Shelter House rules and terms of this agreement. They shall be under the renter's control always. All guests of the renter, including children, shall remain in the Banquet Room or Shelter House (after being built), with full access to the restrooms. All other areas of the Post property are **off-limits to guests.**
07. No loitering or congregating of guests outside the building including the parking lot. Except for smoking.
08. 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. 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. **Nothing** can be placed on the bi-fold doors that separate the two rooms. If the bi-fold doors get broken, torn, or are otherwise in disrepair due to your rental, we will retain your entire deposit.
09. 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.
10. 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 \$100 per hour for the banquet hall; \$50 per hour for the Shelter House; and \$50 per hour for use of the bartender.
11. 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 Banquet Manager.
12. Fire exits, and doors shall not be blocked by any furniture or other obstacles. This is a State Fire Marshal law.
13. **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. The renter agrees to be financially responsible for any property damages whatsoever resulting from this rental. **Renter or their guests are absolutely forbidden to touch, open or close the bi-fold doors that separate** Banquet Room A from Room B.
14. The VFW reserves the right to remove any, and / or all individuals in violation of any of these rules or laws in this agreement.
15. **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.**
16. Since our facility is 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 _____

Revised 01-10-2022