



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** Day Room
 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)	\$ 250.00
Set-Up, Sanitizing of Tables and Chairs, and Clean-Up ***	\$ 75.00
Bartender Cost **** (Minimum of \$200 for 5 hours – If alcoholic beverages are served)	\$ _____
**** Sunday Rentals – 25% Premium in addition to Regular Bartender Charge --	
Catering Charges – (Menu is on a separate sheet)	\$ _____
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 = \$ _____

If the total balance is not paid for ten (10) days prior to the event, the VFW reserves the right to cancel your event and you will not receive any money back whatsoever.

Renter's Initials

** Refund of \$250 Deposit will be made within 10 (ten) days of the event by U.S. Mail, if the room is returned to the same condition as when it was rented (See Items 17 and 19 on reverse side)

Banquet 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

By initialing this agreement above, and signing on the back of this agreement, you confirm that you understand the rules, terms, and conditions of this agreement.

Revised 04-15-2024

Banquet Room(s), Shelter House and / or Day Room Rules, Terms, and Conditions of Rental Agreement

01. **The rental time starts at the time listed in your agreement and is for five (5) hours in length. We allow an additional two (2) hours for you to set up, decorate, etc. Anything over either time limit is \$100.00 per hour. There are no exceptions.**
02. **All beverages** including liquor, beer, champagne, wine, and/or soft drinks **must be purchased from VFW 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 non-alcoholic fruit punch, iced tea, water, lemonade, or coffee only.
03. 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.**
04. No one under 21 years of age will be allowed to consume alcoholic beverages. The renter is completely responsible to ensure his or her guests strictly adhere to this rule and law.
05. **Food items** can be brought into the Post upon approval of the VFW; however, the renter will be charged \$1.00 (one dollar) per person, which is non-refundable for the right to bring food into the VFW facility. Due to insurance restrictions and liability, **the VFW's kitchen nor the employees can be used in any capacity for your event.** This includes water for your caterer. **Popcorn is not allowed.** If you use a caterer, they are required to bring everything.
06. **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 from time to time to make sure gaming or gambling is not occurring.
07. **Children shall always be supervised** to ensure adherence to the Banquet Room / Day Room rules and terms of this agreement. They shall be under the renter's control at all times.
08. All guests of the renter, including children, shall remain in the Banquet Room or Day Room with full access to the restrooms. All other areas of the Post property is **off-limits to renters or guests.**
09. No loitering or congregating of renters or guests outside the building including the parking lot, except for smoking.
10. Post wall hangings shall not be removed, even temporarily. The televisions in the Banquet Rooms are strictly for the Post's weekly Bingo games.
11. Renter or guests 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 and reserve the right to pursue legal remedies for damages caused by the renter or his/her guests..
12. **GLITTER OR CONFETTI IS NOT ALLOWED** for decoration or celebration. Tea-light candles are only permitted if they operate by batteries. **Lighting candles with live fire is not permitted** for safety and liability reasons.
13. Time extension of Banquet Room / Day Room hours beyond those specified in this agreement shall be at the discretion of the Bar Manager, bartender on duty or a Post Officer if they are onsite and working. Additional time will incur additional costs of \$100 per hour for the banquet hall; \$50 per hour for the Day Room; and \$50 per hour for use of the bartender.
14. 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.
15. Fire exits and doors **shall not** be blocked by any furniture or other obstacles. This is a Federal, State, County, and City Fire Marshal regulation. **There are no exceptions. We may ask you to stop your event and leave if you are blocking any entry** and you would not be entitled to any refund whatsoever.
16. **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.**
17. The renter agrees to be financially responsible for any property damage 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.**
18. The VFW reserves the right to **remove any, and/or all individuals** in violation of any of these rules.
19. **Definition of Cleaned Property** – If the renter fails to remove any decorations or other property they own, or rent, the VFW's Clean-up Crew will remove it and retain the renter's deposit. All tables will be cleaned, wiped, and sanitized. All cups, bottles, etc. must be emptied before being placed in the 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. Every group or individual who rents the banquet room(s), is responsible for clearing their tables off at the end of the night. The clean-up we have on the front page pertains to the Post sweeping, mopping, and sanitizing the tables, etc.
20. If there is anything missing from this agreement, and the item or issue missing, is common sense, it needs to be brought to our attention immediately. We are attempting to make sure our property stays in excellent condition.
21. If any of the above **Rules, Terms, and / or Conditions of the Rental Agreement** are not followed or adhered to, the VFW **will not return your deposit** and we may ask you and your party to leave immediately.
22. From time to time there may be other rules and regulations implemented for the use of the Banquet Room. Those rules and regulations must be followed as if they were written in the original agreement.

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

Renter's Signature _____ Date _____

VFW's Signature _____ Date _____ Revised 04-15-2024