

VFW Post 1677 HALL RENTAL

NON-VFW MEMBERS

\$ 75.00	Hourly Rental
\$250.00	Hall Rental Fee (6 hours)
\$200.00	Cleaning/Damage Deposit
\$ 60.00	Kitchen Rental
\$ 50.00	Security Fee per Security Guard
\$ 60.00	Cocktail Waitress (optional)
\$ 75.00	Banquet Bar

VFW MEMBERS

\$ 60.00	Hourly Rental
\$150.00	Hall Rental Fee (6 hours)
\$100.00	Cleaning /Damage Deposit
\$ 50.00	Kitchen Rental
\$ 50.00	Security Fee per Security Guard
\$ 60.00	Cocktail Waitress (optional)
\$ 50.00	Banquet Bar

***The cleaning deposit (except \$25.00) is subject to refund.** The cleaning deposit will be forfeited if the cleaning is not complete and/or there are any broken or missing inventory. (Signed off by canteen or kitchen manager within 48 hours and returned to renter). **The cleaning deposit will hold the date and time for event, but will be forfeited if the event is cancelled within 48 hours of the time of date.**

***The hall rental fee of is due 48 hours prior to the event.** If the hall rental fee is **NOT** paid 48 hours prior to the event, the Post reserves the right to cancel the event.

*Optional (all those wishing to utilize kitchen facilities whether for use or to have the Post furnish the meal at a price per plate will be charged the cleaning fee).

***Security fee is \$50.00 per security guard for 6 hours** (\$10.00 per hour after 6 hours). The number of security personnel needed is to be determined by the post.

*The cocktail waitress fee is \$60.00 for 6 hours (tips not included in fee). (\$10.00 per hour after hours)

***All fees are to be paid in advance before the event begins.**

HALL RULES

Initials

1. Security services are required for all activities. _____
2. Beverages of any kind are not to be brought into the club or reception area from outside sources. ****Any beverage purchased on premises may not leave premises for any reason**** _____
3. Smoking is not permitted in hall or kitchen area. Designated smoking is the patio and bar areas only and patio area must be cleaned per cleaning fee. _____
4. All guests must sign in at front door if it is a member function. _____

5. Any major disturbances will cause function to end and all persons must leave premises immediately. _____
6. **Any alteration of the hall is not allowed (example: flags, banners, charters). The POW-MIA table will not be altered or touched by any persons.**
 Tables and chairs may be moved and must be approved by Canteen Manager or VFW Officer. Decorating is allowed and everything must be removed at the end of the function including tape, staples, etc. _____
7. Renters need to furnish their own paper and plastic goods. _____
8. If any inventory (example: dishes, pans, utensils, food, etc.) is missing, you will be charged for replacement costs of items. _____

**VFW Post 1677
HALL DONATIONS CONTRACT**

1. I, _____, do hereby agree to the use of the VFW hall for a donation of \$_____ for the date of _____.
2. **I agree to pay a clean-up fee of \$200.00/100.00, except \$25.00 to be refunded upon completion of clean-up of hall, patio, and/or kitchen.** If I do not clean the hall, patio, and/or kitchen, I agree to forfeit the entire deposit.
3. I agree to pay \$50.00 for kitchen rental. I understand that whether I use the facilities myself or have the post cater the function, the fee of \$50.00 will remain the same.
4. There will be an average of _____ people. If the post is catering the function, I agree that reservations must be made and confirmed one week before the scheduled event.
5. **I agree to start shutting down no later than 1:30 a.m. and be out of the hall by 2:30 a.m.** All waitresses/bartenders tips will be paid before I clear the hall.
6. Any guest deemed to have consumed too much alcohol, at the discretion of the waitress, bartender or security guard, will be asked to leave the event. This is for our safety as well as the safety of all guests.
7. If the person in control of the function leaves, then all guests must leave.
8. I will abide by all rules stated in this contract, as well as the hall rental rules of which I have initialed and have received a copy.
9. Type of event: _____
10. DJ or Band with event: Yes _____ No _____

****MAKE SURE YOU HAVE READ AND COMPLETELY UNDERSTAND THE RULES AND REGULATIONS STATED ABOVE BEFORE YOU SIGN CONTRACT. IF YOU HAVE ANY QUESTIONS PLEASE ASK THEM OF THE BAR MANAGER PRIOR TO SIGNING THIS CONTRACT****

I, _____, have read the entire contract, and by signing, I agree to all terms and conditions as set forth in this agreement/contract. If I need to make any changes to this contract for any reason I will contact the Bar Manager no less than 72 hours prior to the event at 520-836-5199.

_____	_____
Signature	Date
_____	_____
Address	Phone
_____	_____
Canteen Manager	Date

BAR MANAGER PART ONLY

Paid \$_____ security fee Date: _____ Bar Manager Initials: _____

Paid \$_____ rental fee Date: _____ Bar Manager Initials: _____

BAR MANAGER SECTION ONLY

Date entered on calendar(s): _____

Security Guards Contacted: _____ Number of Security Guards Scheduled: _____

Names of Security Guard(s): _____

Cleaning/Damage Fee Returned: Yes _____ No _____

If No, reason why not returned: _____

_____ Date: _____

Canteen Manager Signature