

VFW Post 1714 RENTAL AGREEMENT

Post email: vfwqm1714@gmail.com

- **A non-refundable \$100.00 booking/cleaning fee is required to secure the reservation.**
- A **2-hour minimum** rental applies. Final payment must be received 7 days prior to your event to guarantee your reservation; otherwise, the date will be released.
- **No alcoholic beverages can be brought on the premises.** Any such items will be confiscated and the individuals involved will be asked to leave. **No exceptions.**
- When decorating, please ensure that nothing is hung from the ceiling or light fixtures. Additionally, avoid covering our military posters and refrain from using tape on the floor.
- We are not responsible for any decorations that are left behind. If you do not take them with you after your event, we will assume they are no longer wanted, and they will be disposed of. Please make sure that all trash has been placed in the appropriate dispensers prior to departure.
- If the kitchen is used it will need to be cleaned back to the original order
- Bar Service will be pay as you go unless specified at booking. If Drink tickets or Open Bar services are utilized a 15% gratuity will be applied to the total cost of the drinks.
- Please contact the Rental Manager at least one week in advance to discuss your requirements, including ice, beverages, final payment and other related matters.

Name: _____ Phone: _____ Type of event: _____

Event Date _____ Event Start time _____ End time _____

Set up time: _____ Total Hrs. _____ Number of anticipated attendees _____

Renter Signature _____ Date _____

Rent Manager _____ Date _____

Rent Manager
Vfwqm1714@gmail.com

		Check space required or services needed		
		Lg Hall Fees	Sm Hall Fees	Canteen Fees
Booking/Cleaning	100.00 (Due on Booking)			
2-hour Min Fee		\$200.00	\$100.00	\$200.00
Additional hours		\$50.00	\$25.00	\$50.00
Bar Service		\$150.00	150.00	Included
Kitchen		\$50.00 with hall	\$50.00 with hall	\$100 Commercial (2hr), \$20.00 per/ hr following
TOTAL DUE				
Additional Service	<i>Large Hall audio services</i>	<i>TV access for visual services</i>		

Booking Deposit		Date Paid
Final Payment		Date Paid