

VETERAN'S HALL

(REVISED 06/04/2023)

HALL/PAVILION RENTAL CONTRACT

(NOT VALID UNTIL SIGNED BY BOTH PARTIES)

CONTRACT# _____

SEATING CAPACITY: HALL SEATING CAPACITY: (130 PLUS DANCE FLOOR AREA)
BANQUET ROOM IS A SMOKE FREE FACILITY.

BANQUET HALL: (check one)

THREE HOURS OR LESS:

OVER THREE HOURS:

PAVILION: (no time restriction applied)

MEMBERS RATES:

\$100.00 ()

\$100.00 ()

\$75.00 ()

NON-MEMBER RATES:

\$ 150.00 ()

\$ 200.00 ()

\$ 75.00 ()

(Note: Return all recreational equipment if used, discard pavilion garbage into dumpsters and request electric power to be turned off before leaving.)

ALCOHOLIC BEVERAGES AVAILABLE AT CLUB PRICES.

(ADDITIONAL BARTENDER AT \$9.00/HR.):

(Yes): _____

(No): _____

RESERVATION INFORMATION: (Confirmed by signed contract only. Phone reservations not accepted).

NAME: _____

DATE BOOKED: ____ / ____ / ____

ADDRESS: _____

PHONE NUMBER'S: (Home): _____ (Work): _____ (Cell): _____

DATE OF FUNCTION: ____ / ____ / ____

TIME OF FUNCTION: (Starting Time): _____ (Ending Time): _____

TYPE OF OCCASION: (Wedding, Shower, Birthday, Anniversary, "Surprise", Meeting etc.): _____

ANNOUNCEMENT TO BE PLACED ON MESSAGE BOARD, IF ANY: _____

NUMBER OF ATTENDEES: (Adults): _____ (Children): _____

SET UP DATE AND TIME: (Not to conflict with other scheduled events): _____

GUEST ARRIVAL TIME: _____

CLEAN UP/TEAR DOWN (Same Day):

(ROOM TO BE RETURNED TO ORIGINAL FURNITURE ARRANGEMENT)

(DISCARD ALL GARBAGE INTO DUMPSTERS AND VACUUM FLOOR)

(A \$50.00 CLEANING FEE WILL BE ASSESSED TO BILL IF TO BE CLEANED BY CLUB)

TYPE OF ENTERTAINMENT PLANNED, IF ANY: (Band, D.J., etc.): (From): _____ (To): _____

FOOD: IF BY CLUB: Refer to buffet menu and cost per person

IF BY OUTSIDE CATERING SERVICE: A \$1.00 per plate fee will be assessed to client bill.

IF BY CLIENT: A \$0.25 per plate fee will be assessed to client bill.

KITCHEN REQUIREMENTS, IF ANY (Use of kitchen/oven/coolers): (Yes): _____ (No): _____

A SECURITY DEPOSIT IS DUE FOR CONFIRMATION OF BOOKING: (Amount Paid) \$ _____ (Due)

FULL PAYMENT DUE UPON DAY OF EVENT: (Balance due, if any) \$ _____

(Note: All rental fees nonrefundable if canceled within 30 days of event) (Check Number) _____ (Cash)

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MISCELLANEOUS:

LAW PROHIBITS ANY ALCOHOL OUTSIDE EXCEPT IN GRASS AREAS!!!!!!

****Sprinkles and confetti not permitted as they stick to carpet and can't be picked up by vacuum. No fog machines they set off fire alarm.

****No hanging anything from sprinkler system.

VFW CLUB AGENT: _____ / ____ / ____

CLIENT: _____ / ____ / ____