

# VFW POST 7402

## MAIN HALL RENTAL AGREEMENT

1. Hall rental fee is \$50 per hour + \$50 cleaning deposit.
  - a. All Rental Reservations + Deposit must be paid by Credit Card in full at the time reservations are made.
  - b. No Refunds if cancelled in less than 72 Hours of Rental Date.
    - i. Deposits will be refunded in canceled.
2. 4-hour minimum.
3. 8-hours Max
4. Only Main Hall with Restroom access are covered under this agreement.
  - a. Kitchen, Offices and all Storage Closets are OFF LIMITS.
5. Unlimited parking for Hall Renters.
6. Hall Renters are permitted an additional 30 min. to prepare hall and 30 min. to clean-up.
7. No smoking at any time in the building.
8. All chairs and tables will be put back as it was when you arrived.
9. You must take down any decorations that you put up.
10. To get deposit back all trash removed and floors must be cleaned.
11. Any time over the agreed upon time limit will be charged at \$50 per hour.
12. Adult beverages are permitted. But out of respect of other guest they must concealed from public view. Beer Cans must be in covers or poured into plastic cups that are not clear.
13. Post property (PA/AV) equipment may NOT BE USED without special permission. Additional fees may apply.
  - a. All equipment must be back in place.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **ST.** \_\_\_\_\_

**Phone** \_\_\_\_\_ **DL #** \_\_\_\_\_

**Rental Date** \_\_\_\_\_

**TIME IN** \_\_\_\_\_ **TIME OUT** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

I have read and agree to the above rules. In addition, I agree to ensure that the Hall is cleaned and that I will be responsible for all of my guest.