

**John Billington Post 6495, Home Assn. Inc
Veterans of Foreign Wars of the United States**

An advance deposit of \$100.00 is required to guarantee the Hall reservation. My/our request date is not held for my/our use until Post 6495 receives the deposit. **This deposit is NON REFUNDABLE if the cancellation is less than three (3) weeks prior to the event.** At the discretion of the Home Assn., this amount may be partially or fully refunded due to unusual circumstances.

Banquet Hall Rental Agreement

Name. _____ Rental Date _____

Address _____

Phone _____ Add Phone _____

Type of Function _____ Start Time _____

Number of Guests _____ Finish Time _____
(not to exceed 128)

Pricing

Date of use _____

Clean up/ Set up _____

Hall Security Deposit _____ / Hall Rental Cost _____

Average Cocktail _____

Beer served in 16oz plastic cup ____ Soda served in 12 oz cans

All beverages will be supplied by John Billington Post 6495 Home Association and served by an assigned employee of Post 6495 Home Association.

I understand the above terms and pricing and agree to them,

X _____ Date _____

I (we) are responsible for the conduct of my guests. With the exception of typical wear and tear, I understand that I am liable for any damage to the facility, equipment, or property as a result of my party. I/We also understand that failure to meet all rental conditions will void my rental agreement and that John Billington VFW Post 6495 may reschedule and use the Banquet Hall on our scheduled party date.

I (we) agree that **NO BEVERAGES OF ANY KIND** will be brought into the hall by myself or any of my guests.

I (we) agree that Post 6495 is a non-smoking facility; you must go outside to smoke. **At no time are alcoholic beverages permitted outside the facility.**

I (we) agree that we have rented the hall for 4 hours. If hall is used longer than 4 hours there will be a \$60.00 change per hour for the hall plus an additional \$20.00 per hour for the bartender.

I (we) agree that **NO** person under 21 years of age will be served any form of alcoholic beverages and are under the understanding that Post 6495 Home Association bartenders will be checking the ID of any of my guests that appear to be under 21 years of age. I understand that if any of my guests provide any person under 21 years of age with an alcoholic beverage I will be held responsible for their actions.

I (we) understand that we are responsible for the cleanup of all food left on all the tables We will dispose of it in a trash container and tightly seal or tie the tops.

Any decorations being used on the walls, ceiling, doors, or floors are to be fastened with masking tape and or poster putty. Absolutely no thumb tacks, nails, duct tape, packing tape, scotch tape or staples are to be used. Caution needs to be used when removing such decorations to prevent damages to the surfaces. **Confetti and Glitter of any kind are strictly prohibited.**

I have read, understand and agree to abide by the attached conditions for the use of the John Billington Post 6495 Home Assn. Hall. I fully understand that I personally (or the organization I am representing), will be responsible for any and all damages and clean up. I / we will pay for any additional cost incurred by damages and /or clean up that exceeds the rental deposit.

If all the terms of this contract are understood and accepted, the following is to be signed by the renter listed above.

Renter Signature _____ **Date** _____

Hall Refund check will be made out to: _____

Refund will be mailed to this address _____

Note check one of the items below.

Round Tables _____

Rectangular Tables _____

John Billington Post 6495 Home Association Waiver Release

To the fullest extent permitted by law, I/Organization agree to defend, pay in behalf of, indemnify and hold harmless, the John Billington Post 6495 Home Association, its elected officials, employees and others working on behalf of the John Billington Post 6495 Home Association, against any and all claims, demands, suits or loss including all cost connected, therewith and for any damages which may be asserted, claimed or recovered against or from the John Billington VFW by reason of personal injury and death and /or property damage including loss of use thereof which arises out of or is in any way connected or associated with this contract. I further agree to adhere to all rules and regulations that apply.

I have read and understand what I am signing.

Renters Signature _____ **Date** _____