

# Hall Reservation Contract

## Banquet Hall

(Includes Small Hall unless noted)

**Non-member \$500.00**

**Member \$150.00**

Deposit \$100.00 (See hall rules for deposit information)

Bartender: \$100.00 for first 5 hours. \$20.00 an hour after that.

Sergeant-At-Arms: \$75.00 ( Mandatory )

Cleaning fee: \$100.00

## Small Hall

Non-Member \$150.00

Member: \$50.00

Deposit: \$50.00 (See Hall Rules for deposit information)

Bartender: \$100.00 for first 5 hours. \$20.00 an hour after that.

Sergeant-At-Arms: \$75.00 ( Mandatory )

Cleaning fee: \$100.00

## Funeral Dinners:

(Includes small hall unless noted)

Non-member: \$500.00 Veteran: \$150.00 VFW 671 Member: \$100.00 donation

Deposit \$100.00 (See hall rules for deposit information)

Bartender: \$100.00

Sergeant-At-Arms: \$75.00 ( Mandatory )

Cleaning fee: \$100.00

## Hall Reservation Rules

- Deposit is due at the time of signing.
- **Checks or money orders are the only form of payment accepted. Checks should be made out to the VFW Post 671.**
- Hall is not reserved until the contract is signed and the deposit is paid.
- Remaining balance is due 14 days prior to the event. \$35.00 service charge for all returned checks.
- Cancellations within 30 days of the event will result in the loss of the deposit.
- Damage to the Post property will forfeit deposit. If the estimate is more than the deposit, additional fees may be charged. Renter agrees to pay any repair cost over and above the deposit.

### General:

- Any items borrowed from the Post must be returned (mops, brooms, towels, etc.)
- All belongings must be removed at the end of the event unless prior arrangements have been made with the hall rental manager and noted on contract.
- All guests must wear proper attire: shoes, shirts and non-obscene clothing.
- Doors must remain closed to aid heating and cooling the building.

### Clean-Up:

- The hall must be cleaned, returned to the agreed upon state, and all persons vacated at the stated time. Renter is responsible for:
  - All trash will be picked up and taken to the dumpster outside.
  - If there is an accident, notify the Sergeant-At-Arms and cleaning supplies will be provided for you to clean.
  - Tables and chairs need to be returned to the location they were placed prior to the event.

**Note:** Rental fee covers cleaning which includes vacuuming, mopping, bathroom cleaning and other efforts performed by the post to ensure a clean, healthy venue for your event.

Both Parties initial page \_\_\_\_\_

# Hall Reservation Rules

## Decorations:

- No open flames. Candles must be in a glass enclosure.
- No rice, bird seed, confetti, glitter or anything that could remain in the carpet after vacuuming.
- Wall and ceiling decorations cannot be hung using permanent tape, scotch tape, masking tape, packaging tape, duct tape, etc. No putty. Painters tape and command hooks (with clear adhesive strips that come with the hooks) are the only things that may be used to hang decorations.
- Ceiling decorations must be light enough not to damage the ceiling tiles.
- No decorations may be set up the night prior if arrangements have not been made with the Hall Rental Manager. Hall availability will be covered in the Hall Rental contract.
- All decorations must be removed by the end of the rental date.
- If renter has a decorator come in, the Renter is responsible for getting the decorator the Hall Rules. Failure to do so may forfeit Renter's deposit.

## Food:

- Food may be served from the small hall or on the dance floor in the large hall.
- Cake needs to be served from the small hall on the tile or on the dance floor in the large hall.
- Drinks have to be served from the bar in the small hall or from the dance floor in the large hall (only dependent on if the small hall is not available).
- All food must be prepared or catered in. Kitchen is not available for use. Sterno heaters/ crock pots are allowed.
- Tableware not included.

## Alcohol:

- The Post representative (Bartender and/or Sergeant-At-Arms) has the authority to ID any guests, may ask guest to exit premises, and has the authority to terminate the event.
- Alcohol services is open bar only.
- Renter can purchase alcohol for the event through the Post only. Glasses/cups are not provided.

Both Parties Initial Page \_\_\_\_\_

## Hall Reservation Rules (cont.)

### Canteen:

-The Canteen (bar) is a private club. Non-members are not allowed to purchase alcohol from the Canteen.

### Member/Veteran Discount:

- A "member" is defined as a member of at least 6 months at the time of signing the agreement and is in good standing with the VW Post 671 or the Auxiliary.

- Veteran discount for funeral gatherings requires proof of Veteran status: DD214, VSO membership card or a VFW card.

Renter Name (Print): \_\_\_\_\_

Renter Name (Sign): \_\_\_\_\_

Other names of persons responsible for the Hall Rental:

\_\_\_\_\_

Date: \_\_\_\_\_ Receipt given Yes \_\_\_ No \_\_\_

For further information please call:

John Williams  
VFW Post 671 Commander  
(517) 896-4695

Both parties Initial Page \_\_\_\_\_

V.F.W. Post 671 Hall Rental Contract  
 12250 US-27 Dewitt, MI 48906  
 (517)669-9251

Date of Event \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Contact Number \_\_\_\_\_  
 Time of Event \_\_\_\_\_  
 Area of Event \_\_\_\_\_  
 People Anticipated \_\_\_\_\_  
 Purpose of Rental \_\_\_\_\_  
 Other \_\_\_\_\_

	Charge	Yes/No	Payments
Deposit	_____	_____	_____
Hall Rental	_____	_____	_____
Cleaning	_____	_____	_____
Bartender	_____	✓	_____
Keg	_____	✓	_____

**Total Balance Due** \_\_\_\_\_

Additional Information  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_  
 Signature  
 X \_\_\_\_\_ Date \_\_\_\_\_  
 Manager Signature

**OFFICE USE ONLY**

Payout after Event	Amount	Paid To
Deposit fee	_____	_____
Cleaning fee	_____	_____
Bartender fee	_____	_____