

Raymond McHugh Post 4740

Hall Rental Agreement

Windsor VFW, Post 4740
276 Broad Street
Windsor, CT 06095
(860) 683-0637
vfwwindsorct.org

POST4740VFW@GMAIL.COM

~Veterans of Foreign Wars~

Instagram: @POST4740VFW

Date of Contract Signing

Type of Event

Date Of Event

*Renter Name:

*Address

*Address

*Phone:

Email

Time of Event

Upstairs Or Downstairs

Circle One

Yes or No

Bartender Circle One (\$100)

\$

Initials:

Security deposit Amount

Upstairs/Large Hall

Fee: \$800/Excludes \$200
Refundable Security Deposit

\$200 Security Received by:

VFW Member Print Name

\$800 Balance Received by:

VFW Member Print Name

Downstairs/Small Hall

Fee: \$300/Excludes \$200
Refundable Security Deposit

\$200 Security Received by:

VFW Member Print Name

\$300 Balance Received by:

VFW Member Print Name

Bartender Fee: \$100.

\$100.00 Received by:

VFW Member Print Name

Copy of signed contract will be provided to signee and will serve as receipt of payment. Hall Rental Date is not final until contract is signed by both parties.

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HALL RENTAL FEE: Upstairs: \$800.00/plus \$200.00 **Refundable Security Deposit
Downstairs \$300.00/plus \$200.00 **Refundable Security Deposit
Rental Period is five (5 hours). Additional hours can be purchased for \$100.00/hr.

NOTES:

1. **\$200.00 Security Deposit, required to reserve the date.
2. Full payment must be paid two (2) weeks prior to the event.
3. Security deposit refund will be available within 72hrs after final inspection is completed and determination is made (pass/fail) by VFW Leadership.
4. Contract signed within 2 weeks or less of an Event must be cancelled within 72hrs of Signed Contract for Full Security Deposit refund.
5. Security Deposit will be forfeited for any cancellations that occur within 21 days of the scheduled event. No exceptions.

REGULATIONS/RULES COVERING HALL RENTAL: Any violation of the Regulations/Rules below will result in the forfeiture of the \$200.00 Security Deposit or a portion thereof. Additionally, you will be held financially responsible for the cost of any damages in excess of \$200.

1. VFW Post #4740 is not responsible for any lost or missing articles.
2. Renter is responsible for the conduct of all persons attending the event.
3. Loitering outside of the building during and after the event is not permitted. Designated smoking areas are located to the rear of the building.
4. Renter is responsible for any damage to the hall and/or injuries to guests in attendance.
5. **Decorating with glitter/confetti is not permitted. Decoration height is limited to "arm's length" without the use of chair, ladder or table.**
6. **During the event the doors to the hall must be closed at all times, breaking this rule will result in loss of full security deposit.**
7. Renter must supply their own ice and ice coolers; If bartender services is used ice will be provided with service.
8. There is no kitchen, you must bring in your own food and sterno's to keep food warm.
9. Prior to leaving: Remove all trash, empty barrels into dumpster, and ensure sinks are empty and free of obstruction. Do not dump solids or food in the sinks. Remove all decorations, balloons and tape.
10. **The hall must be left exactly like you found it when you entered. This means all the long tables should be folded and put in the hallway. All round tables should be returned to their original positions with 8 chairs around each table.**
11. **Decision on Security Deposit will be made at the completion of final inspection by VFW Leadership Member.**
12. Deposit will be available 72hrs after completion of event and final inspection of rental space.
13. Advise bartender (Downstairs) when you have finished cleaning up. Bartender will conduct a walk-through of rental space to ensure facility is secured.
14. VFW will supply 9 round tables (60" circumference) that can seat 6 to 8 people per table, 6 long tables (3@ 8ft long and 3@6ft long). VFW will also supply banquet chairs. All additional chairs and table can be provided at additional cost (\$10/Table and \$2/Chair)
15. *The VFW will allow access to the Hall for the purpose of set-up and decorating for 2 ½ hours, beginning no earlier than 11:00 am on the day of the event. (The renter may have to work in conjunction with VFW Maintenance personnel, who may still be cleaning the Hall.)*
16. NO SMOKING AUTHORIZED IN VFW FACILITIES OR AT ENTRANCE DOORS.
17. Payment by credit card will incur an additional fee of 3.5% (\$828.00 for Hall; \$207.00 for Security Deposit ; \$310.50 for small venue)

****I understand that security cameras are in place. Neither I nor my guests are permitted to bring alcohol into or onto the property or I risk immediate termination of my event and loss of my security deposit.**

Renter Signature

VFW Member Signature

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