



Room Rental Agreement

This agreement is entered into between the VFW member renting the room, hereafter referred to as the "lessee", and Pvt. Allen J. Beck, Jr., VFW Post 5265, hereafter referred to as the "VFW". This agreement will be used for all rentals of the VFW dining room or the basement area beneath the dining room, hereafter referred to as the "room".

Date of Agreement: _____ Name of Lessee (member): _____

Address of Lessee: _____

Phone Number: _____ Estimated # of Guests: _____

Date of Event: _____ Type of Event: _____

Time of Event: _____ until _____ Time Room Needed: _____ until _____

Room Requested: _____ Dining Room _____ Basement Alcohol Requested: _____ Yes _____ No

\$100 Deposit Received: _____ Yes Payment Method: _____ Cash _____ Credit _____ Check _____ Check #

Terms of Agreement

Right To Use Facilities:

The room may be rented only by members of VFW Post 5265, including Veterans, Ladies Auxiliary and social members. Members must be in good standing at the time this agreement is completed and remain in good standing through the date of the event. Any member renting the room and then losing or ending their membership will forfeit the right to use the room. The reservation fee will be refunded to anyone who becomes ineligible to use the room.

The full duration of the event must be conducted within the normal business hours of the VFW. Under no circumstances will the lessee be given access to the VFW before or after normal business hours. The member agrees to be present for the duration of the event, including any setup and cleanup, and assumes all responsibility for guests of the event. The VFW is not responsible for any lost, stolen or damaged items brought into the event.

Room Capacities:

The Dining Room may not be rented for groups larger than 250 guests. The basement may not be rented for groups larger than 75 guests.

Room Rental Fees:

The dining room may be rented for a flat rental fee of \$150.00, or \$250.00 with use of kitchen, plus a \$100.00 refundable reservation fee. The basement may be rented for a flat rental fee of \$50, plus a \$25 refundable reservation fee. The reservation fee will be refunded within one week after the event as long as the room is returned in the condition it was in prior to the event.

Cancellation Notice:

Cancellation of room rental must be received 15 or more days prior to scheduled date of event to receive a full refund of the reservation fee. Cancellations between 1 and 14 days of the event will be refunded 80% of the reservation fee.

Events canceled the day of the event will not be refunded the reservation fee. If the event is canceled and rescheduled for another date, the reservation fee will be retained and applied toward the new event date.

Damage to Facilities:

The lessee is responsible for any damage that may occur as a result of their use of any portion of the Spring Grove VFW. Should damage occur, the lessee will forfeit a portion or all of the reservation deposit. The lessee remains liable for reimbursing the VFW for any portion of the cost of repair or replacement of the damages item(s) not covered by the reservation fee. Enforcement of the damage fee will be at the direction of the Board of Directors of the VFW.

Cleanliness of Facilities:

It is expected that all areas of the VFW used by the lessee will be left in the condition in which it was received. Tables and chairs may be rearranged to suit the needs of your event, but must be put back in their original location prior to receiving a refund of the reservation deposit. Likewise, it is expected that the lessee will remove all trash and any other items from the rental area prior to receiving a refund of the reservation deposit. Should the room not be in an acceptable condition when the lessee leaves, the VFW will retain the reservation deposit in exchange for returning the room to its original state. A checklist of room cleanup requirements will be provided.

Alcohol Consumption:

If provided, alcohol will be available on a cash basis. Under no circumstances may alcohol be brought into the VFW or be provided by an outside source. Lessee must request that alcohol be available for guests at their event at the time the room is reserved. Requests made after this room rental agreement has been submitted may be denied at the discretion of the VFW. No alcohol will be served to anyone under 21 years of age. Alcohol may be served only to members of the VFW and their invited guests. Guests may be required to show proper identification in order to be served alcohol. Any additional costs incurred as a result of providing alcohol to event guests may be passed on to the lessee.

The lessee is responsible for the conduct of all guests at the event. The VFW reserves the right to refuse service to any member or guest for any reason.

Food:

All food and food related items must be provided by the lessee. The VFW will not provide food or personnel to serve food at the event. Likewise, the VFW will not provide dishes, utensils or serving pieces for food provided at the event. Refrigeration is available on a limited basis.

Special Requests:

Any special requests for the event must be made to the Board of Directors a minimum of 45 days prior to the date of the event. Requests made less than 45 days prior to the event may not be considered by the Board.

Release:

In consideration of renting the room to the undersigned, the lessee hereby releases, acquits and forever discharges the VFW, its Board of Directors, Officers, Ladies Auxiliary, Auxiliary Officers and all members from any and all suits, actions, compensation, consequential damages, punitive damages or any other liability whatsoever for anything that may happen as a result, or arise out of renting or use of the VFW facilities and/or property by the lessee.

The undersigned hereby agrees to hold harmless the VFW against any such claims brought by any person or entity.

Signature of Lessee: _____ Date: _____

Signature of Steward
or BOD Member: _____ Date: _____