

VFW Post 988

705 Roosevelt Rd • Valparaiso, IN 46383

Phone: (219) 464-3668

hallrental@vfwpost988.org • www.vfwpost988.org**HAYES**
POST 988
VALPARAISO IN

HALL RENTAL AGREEMENT

First Name		Last Name	
Address			
City		State	Zip
Home Phone	Cell Phone	Work Phone	

Hall Capacity 100

Member(25%Discount) \$

Pricing on last Page

Non-Member \$

\$100.00 Deposit to hold room \$100.00 CLEANING DEPOSIT *(Will be refunded the day after the event upon satisfactory cleaning inspection!)*

Receipt # Initials

Made this (day of), (Month), (Year), Between Hayes VFW Post 988, which will be referred to as "Post988" and the parties listed above, which herein will be referred to as "Renter". Who upon making a deposit by check or cash of the full required amount, does reserve the rental of Post 988 Hall for the day of and or night of:

Month		Day		Year	
Start Time	<input type="checkbox"/> AM <input type="checkbox"/> PM		End Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Type of Event			Number of Guests		
WILL THE RENTER BE USING THE KITCHEN?			YES NO		

ALL RENTAL FEES MUST BE PAID IN ADVANCE OF EVENT

Rental Fee in the sum of \$ Dollars to be paid by check or cash, **ANY AND ALL DAMAGES THAT MIGHT BE INCURRED TO THE BUILDING, Hall, or Fixtures therein during the Event SHALL be the RENTERS Responsibility for FULL REPLACEMENT COST!**

Renter Int. _____

VFW Post 988

705 Roosevelt Rd • Valparaiso, IN 46383

Phone: (219) 464-3668

hallrental@vfwpost988.org • www.vfwpost988.org**HAYES
POST 988
VALPARAISO IN**

*******CONDITIONS*******

- 1) Renter is responsible for the event clean up. Hall & Kitchen **MUST** be cleaned up to satisfactory conditions of a Post 988 Officer or Bar Manager. This will be inspected the day after the event.
- 2) Renter **SHALL** take ALL trash from Hall & Kitchen out to the **DUMPSTER**. Trash **SHALL NOT** be left in the Hall or Kitchen Garbage cans.
- 3) The premises inside & outside of Hall and Post must be left in a clean and satisfactory condition.
- 4) In the Event of Rental cancelation, notification must be made at least (30) days prior to the date Reserved for refund.
- 5) Post 988 **SHALL NOT** be held responsible for the loss or damage of personal item or property during the event.
- 6) Post 988 **SHALL NOT** be held accountable or responsible for any accidents or personal injuries that may occur during the event.
- 7) These conditions are also related to any **OUTSIDE SHELTER RENTALS**.
- 8) Post 988 Officers, Bartenders, Members, security, or Guess **SHALL NOT** be responsible for monitoring children inside or outside of building. Children outside of the building **MUST BE** accompanied by an adult to ensure safety. **AT NO TIME ARE CHILDREN ALLOWED IN THE CANTEEN AREA (BAR).**
- 9) If alcohol Beverages are to be served in the hall, **Post 988 MUST provide all Alcohol through the Canteen and only served by a Post 988 licensed bartenders!!!!** Absolutely **NO MINORS** will be served or consume Alcohol on the Post property. No Outside (personal) alcohol **SHALL** be brought onto the premises or **INTO THE POST HALL!!!** Should this happen, it will be confiscated, and We reserve the right to **SHUT DOWN the Event!!!!** No warning will be given!!
- 10) If the Event is in the outside shelter area and Alcohol is to be served Post 988 will provide a licensed bartender. If the event is larger than 50 people (2) Bartenders will be required. Post 988 will provide security at a rate of \$40.00 per hour and a Bartender(s) at a rate of \$15.00 per hour, plus a one-time fee of \$ 35.00 Per Bartender. This **MUST** be paid in CASH at the end of the event. Same as above, **NO OUTSIDE ALCOHOL IS TO BE BROUGHT ONTO Post 988 PREMISES.**
- 11) Post 988, Reserves the right if deemed necessary, because conditions are not followed, Bartender or Post 988 representative **SHALL TAKE CHARGE** of the event at any time.
- 12) **NO GAMBLING OR GAMING SHALL BE CONDUCTED WITHOUT THE PROPER PERMITS FROM THE INDIANA GAMING COMMISSION.**
- 13) *KITCHEN USE* If Renter will have the use of the Kitchen; Renter is allowed use of the stove top and oven **ONLY!!**
- 14) Renter shall bring all necessary kitchen utensils you think you may need for the event. Renter is responsible for any sternos needed for warming. Post 988 does not provide these.
- 15) Post 988 **SHALL NOT** be held responsible for any personal injuries to any person(s).
- 16) Renter is to submit a tax aid Number or Social Security Number to Post 988 in the event the Hall is rented for a benefit, Prior to the day of the event.
- 17) Renter **SHALL** Furnish all their own ice for coolers used in the event. Renter **CAN NOT** use the ice from the Ice Machine for personal coolers or event coolers unless given permission by a Post 988 Officer, Bar Manager, or bartender **ONLY!!** Ice from the machine is strictly to be used for drinks in the Post Canteen.

Renter Int. _____

VFW Post 988

705 Roosevelt Rd • Valparaiso, IN 46383

Phone: (219) 464-3668

hallrental@vfwpost988.org • www.vfwpost988.org
HAYES
POST 988
VALPARAISO IN

SIGNATURES

I understand completely the above conditions and hereby to abide by them,

Renter Signature _____ **Date** _____

Bar Manager Approval _____

Post 988 Officer Approval _____

Officer Position _____

FEES

Post 988 Hall Rental Fees	Fee Schedule for Cleaning
Cleaning Deposit \$ 100.00 (CASH ONLY)	The following will be deducted from your cleaning deposit it is NOT done or not done to satisfaction of Post 988 staff or must be redone.
Hall Rental - \$225.00	Sweep - \$10.00
Outside Shelter Rental - \$ 175.00	Mop - \$35.00
Hall and Shelter Rental - \$ 350.00	Take out Trash - \$20.00
	Clean Kitchen - \$35.00

All Post/Aux Members 988 (Must Be Present) – 25% Discount

****Funeral/ Celebration of Life**** Members of immediate family- (Spouse/Children/Step-Children/Grand-Children/Step Grandchildren) **No Charge for Food and Hall**

Renter Int. _____

VFW Post 988

705 Roosevelt Rd • Valparaiso, IN 46383

Phone: (219) 464-3668

hallrental@vfwpost988.org • www.vfwpost988.org**HAYES**
POST 988
VALPARAISO IN**MUST BE FILLED OUT!!!****Rental Agreement Notes****(For Official use only)**

Name of Renter	
Rental Amount	
Deposit Collected to Hold Hall	
Remaining amount to be collected	
Cleaning Deposit Collected (Cash ONLY)	
Date	
Post Rep Int.	

Joe Garrison

Joe Garrison

Commander, VFW Post 988