

VFW Post 4149 EVENT AGREEMENT FORM

Hall Canteen Parking Lot

APPLICANT:

Name(s): _____

Applicant(s) must be at least 21 years of age and attend event to act as the responsible person. (Copy of ID is required)

Address: _____

Street number Street City State ZIP

E-mail Address: _____ Phone: _____

Driver's License or TX ID: _____ Date/Time of Reservation: _____

Type of event: _____ How many guests expected: _____

COSTS:

- Rental: \$700.00** and \$250.00 deposit.
- Security is **REQUIRED** and not provided. 1 security guard per every 35 or less people. **No exceptions**
- If bar service is desired in hall or extra bar staff is needed there is a \$100.00 fee per bartender for event.
- If paying by check, make two separate checks – **one for the rental & one for the cleaning deposit**. We hold the deposit check until after post-event inspection, to be returned when conditions listed below are met. Checks or money orders should be made payable to VFW Post 4149. *There will be an additional fee of \$35 on all returned checks.*

RULES:

Prior to signing, please read the following rules that apply to all applicants:

- Maximum capacity of building is 200 people.
- Event **must** end by 12:00 a.m. (midnight).
- **Absolutely NO outside alcoholic drinks are allowed!**
- The area rented must be left in good condition by clearing/removing all decorations, debris from tables and place debris in the provided trash containers and taken to the dumpster. (Cleaning includes the hall and bathrooms. Sweeping and mopping of the hall and bathrooms is required to get deposit back)
- All decorations must be flame retardant. We ask table candles to be in glass or nonflammable containers. We ask you to not decorate the walls with staples, nails, thumbtacks or pins anywhere in the hall. You may use painters' tape to secure your decorations.
- There is **no smoking in the VFW Building**. When smoking outside please use the provided containers for cigarette disposal.
- The refundable deposit of \$250.00 will be returned after the rental has been inspected and found to be in good condition. (If not present during inspection cleaning deposit will be returned by mail.)
- Refunds will be honored if cancelation is made not less than 48 hours prior to scheduled event.
- Renter agrees to hold VFW Post 4149, their property and their members, including the facilities, free and harmless from any and all liability for injury to or death of any person in attendance at the event that is requested on this form. **Renter shall be responsible for all guest and any damages to property.**

If any outside alcohol (of any kind) is found as well as the event area and/or bathrooms are not cleaned, the deposit will **NOT** be returned/refunded.

AGREEMENT:

Please return full payment with this signed agreement to reserve hold.

I agree to the rules as presented on this Event Agreement Form that apply to all applicants:

APPLICANT/RENTER sign: _____ date _____

If you have any further questions, please text Shawna at 432-215-9002