



NO ONE DOES MORE FOR VETERANS.

www.vfw2427.org

HALL RENTAL CONTRACT

Date and Time: _____
 Name of Renter: _____
 Home Address: _____
 Daytime Phone: _____
 Email: _____
 Description of Event: _____
 Number of People: _____
 Bartender required in hall: YES NO
 Specify: CASH BAR OPEN BAR

Item	Fees:	Required /Optional	\$Amount
Hall Rental due seven (7) days Prior to the event	3000	Required	
Non-Refundable deposit paid at time of contract agreement to reserve date, special orders, and support towards balance *Date is not guaranteed until deposit is paid.	500	Required	
Cleaning fee (non-refundable)	350	Required	
Bartender fee per Bartender per hour (Minimum of 2 hrs., 1 bartender needed per 100 guests.)	30	Required	
Security Fee per officer/hr. (2 officers minimum)	55	Optional	
Auxiliary room rental including Cleaning Fee of \$50	300	Optional	
Bunker - with ONE bartender	500	Optional	
Acreage behind hall with hall rental (per day)	500	Optional	
Acreage behind hall without hall rental (per day)	1500	Optional	
PA System rental (Bluetooth capable for playlist) (per day)	150	Optional	
Audio/Visual support, 5-day lead time	Negotiable	Optional	
NON-Profit Organization (status MUST be attached) (IRS Letter)	2000		
Bronze Legacy Member	<100 ppl 300 >100 ppl 500		
Silver Legacy Member	<100 ppl 250 >100 ppl 400		
Gold Legacy Member	<100 ppl 200 >100 ppl 350		
		Total	
		Amount Owed	
		Amount Paid	

Post representative Signature:

Included in Hall Rental:

Six (6) foot white tables, Round Tables (seats 8)

Chairs

Rental Hours negotiable

Liquor, Beer, Wine, Water and Soft drinks available.

CANCELLATION POLICY: If the event is cancelled and the amount has been paid in full, all monies, except for the \$500 deposit fee, will be refunded.

WAIVER OF LIABILITY: In consideration of the right to use the Tomball Veterans of Foreign Wars Post 2427. applicant, applicant's family, heirs, successors, representatives and/or assigns do hereby release, forever discharge, and agree to hold harmless Tomball Veterans of Foreign Wars Post 2427, its officers, agents, employees, or representatives from any and all claims, demands, causes of action or suits of whatsoever kind or nature as a result of injuries or damages arising directly or indirectly from the use of the facilities or activities conducted herein, except for claims based on the sole of willful negligence or misconduct on the part of the VFW or its agents.

Signature: _____

Date: _____

1. **Hall rental deposit due when contract is signed. Remaining balance is due seven (7) days prior to the event:** X _____
2. A VFW representative will inform you when the hall is available for decorating. When decorating, use masking tape only. **DO NOT ATTACH DECORATIONS TO CEILING TILES.** No Silly String, glitter or confetti allowed.
3. VFW Property will not be removed from the premises. Any leftover food will be taken out in the renter(s) personal containers only.
4. Renter(s) is ultimately responsible for all guests in attendance.
5. Fighting or damage to property will result in immediate ejection from the premises.
6. This is a **NO SMOKING FACILITY.** Smoking is allowed **OUTSIDE** in designated areas. Ensure that guests properly dispose of cigarette butts.
7. Renter(s) must abide by all Federal and State laws.
8. The undersigned agrees to pay for all damages to the building and contents, and/or theft of property therein. The cost of damages or theft will be borne by the renter(s).

Purchasing and Consuming of Beverages

1. **Liquor cannot be brought into the VFW or used on VFW premises. If any liquor containers are found the owner of the container will be escorted off the premises.** X: _____
2. **All Alcoholic beverages must be purchased through VFW Post 2427. No beer, wine or liquor will be brought onto VFW property.** X: _____
3. If the bar is used, renter(s) are required to ensure that those appearing to be intoxicated are no longer provided alcohol, Incidents occurring during or after the event due to intoxication are the responsibility of the renter(s)
4. If so desired, the renter can decide for an open bar with attending VFW representative before the event begins.

We have the right to refuse service to anyone

By signing this agreement, the renter(s) agree to be held personally liable for all expenses, herein identified or other, in renting of this hall.

Renter's Signature & Date: _____

VFW Representative's Signature & Date: _____

Bar/Kitchen Questions for Events

Event Name: _____

Contact Person: _____

Bar:

Bunker or Main Hall

1. How many people are expected? _____
2. Does the customer request specific beer, alcohol or drink? Please list;
 - a. _____
 - b. _____
 - c. _____
3. What time is the event starting? _____
4. What time will the event end? _____
5. What time/date will the customer want to come in for setup for the event? _____
6. Will the customer want the bar open while setting up? Y N Time? _____
7. Will the customer want to put a limit on the bar? _____
 - a. _____
 - b. _____

Kitchen:

1. How many people are expected? _____
2. What kind of food is being requested? _____
3. What is the start/end time? _____
4. Do we need to provide chaffing dishes and serving ware? _____
5. Do we need to provide staff to serve or will it be self-serve (Buffet Style) _____
6. If customer wants staff to serve, how long do they want them to server?
 - a. i.e., 6pm-8pm, _____
7. Who is going to be responsible for cleanup if customer requests a self-serve/buffet style event? _____



NOTICE:

This VFW HALL IS NO
LONGER BYOB.

NO OUTSIDE DRINKS
MAY BE BROUGHT
INTO THE HALL