



845-427-5881
 Post 2064, Maybrook, New York



HALL RENTAL / FUNCTION AGREEMENT

NAME _____ ADDRESS _____

PHONE # _____ ALT. PHONE # _____

DATE OF EVENT _____ TIME OF EVENT _____ TYPE OF EVENT _____

HOURS PLANNED _____ MAX 8 HOURS #GUESTS ATTENDING _____

4 HOURS RENTAL WITH USE OF KITCHEN _____ **\$200.00**

___ **ADDITIONAL HOURS @ \$20.00 EACH** _____

() **BAR** () **CASH** () **OPEN*** _____

***ADD 20% GRATUITY FOR TOTAL OPEN BAR** _____

RENT: ___ CHAIR COVERS @ \$1.00 EACH _____

___ OF COMMAND STRIPS @ \$8.00 PKG. _____

CLEAN UP _____ **\$30.00**

TOTAL : _____

NON REFUNDABLE DEPOSIT _____

BALANCE TO BE PAID IN CASH ONLY _____

ENTERTAINMENT

() **BAND** () **DISC JOCKEY** () **OTHER** _____

SPECIAL REQUESTS _____

WE (VFW POST 2064) RESERVE THE RIGHT TO TERMINATE ANY FUNCTION DUE TO INAPPROPRIATE BEHAVIOR. OUR BARTENDERS WILL NOT SERVE ANY INTOXICATED PERSON AND YOUR GUESTS SHOULD BE SO ADVISED. WE **MUST** BE NOTIFIED OF THE TOTAL NUMBER OF PERSONS ATTENDING WITHIN 7 DAYS PRIOR TO THE EVENT.

RENTER: _____ **VFW:** _____ **DATE:** _____

RULES AND REGULATIONS OF VFW POST 2064 THAT MUST BE COMPLIED WITH BY THE RENTER FOR THE RENTAL OF OUR HALL.

- 1 NO BEVERAGES OF ANY KIND ARE ALLOWED TO BE BROUGHT INTO THE POST BUILDING OR PREMISES.**
- 2 ALL RULES AND REGULATIONS OF THE N.Y. STATE ALCOHOL BEVERAGE CONTROL BOARD WILL BE COMPLIED WITH.**
- 3 NO PERSON UNDER THE AGE OF 21 SHALL BE ALLOWED IN THE BAR AREA.**

THE RENTER:

- 4 SHALL BE PRESENT AT ALL TIMES DURING THE EVENT TO SEE THAT ALL OF THE RULES AND REGULATIONS ARE COMPLIED WITH.**
- 5 SHALL HAVE SUFFICIENT INDIVIDUALS PRESENT TO SUPERVISE ALL GUESTS DURING THE TERM OF THE RENTAL.**
- 6 AGREES TO BE RESPONSIBLE FOR ANY AND ALL DAMAGES WHETHER TO PROPERTY OR PERSONAL INJURY WHICH MAY OCCUR DURING THE TERM OF THE RENTAL.**
- 7 AGREES TO PAY ALL SUMS OF MONEY IN ADVANCE AS REQUIRED AND TO PAY THE BALANCE IN CASH AT THE TIME OF THE EVENT.**
- 8 AGREES TO REFRAIN FROM AND NOT PERMIT ANY TYPE OF GAMBLING WITHIN THE POST PREMISES.**
- 9 AGREES THAT POST 2064 SHALL BE PERMITTED TO REMOVE FROM THE PREMISES ANY AND ALL PERSONS DEEMED TO BE INTOXICATED, BOISTEROUS OR WHO BECOMES UNMANAGEABLE.**
- 10 AGREES THAT NO PROPERTY OF POST 2064 SHALL BE REMOVED FROM THE PREMISES.**
- 11 AGREES THAT THE TERM OF THIS RENTAL AGREEMENT SHALL BE FOR 4 HOURS. AND AGREES TO PAY POST 2064 \$20.00 FOR EACH HOUR OR PART THEREOF OVER 4 HOURS, BUT LIMITED TO A TOTAL OF 8 HOURS.**
- 12 AGREES TO NOTIFY POST 2064 AT LEAST 7 DAYS IN ADVANCE OF THE EVENT IN THE EVENT OF CANCELLATION.**
- 13 AGREES TO PAY A SUM OF \$30.00 FOR CLEAN UP OF THE HALL.**
- 14 AGREES TO REMOVE ANY AND ALL DECORATIONS USED AT THE TERMINATION OF THE EVENT. THE USE OF NAILS, SCREWS, THUMB TACKS, PUSH PINS, SCOTCH TAPE, ETC IS **STRICTLY PROHIBITED. ONLY COMMAND STRIPS (package of 18 available at bar) OR FUNTACK MAY BE USED.****
- 15 AGREES TO PAY A GRATUITY OF 20% OF ALL "OPEN BAR" BALANCES.**
- 16 AGREES TO PAY THE TOTAL BALANCE DUE IN CASH AT THE TIME OF THE SCHEDULED EVENT.**

RENTER HEREBY ACKNOWLEDGES READING AND UNDERSTANDING OF THESE RULES AND REGULATIONS AND WILL COMPLY WITH THEM. RENTER ACKNOWLEDGES RECEIPT OF A COPY OF THESE RULES AND A COPY OF THE RENTAL AGREEMENT.

RENTERS SIGNATURE

DATE