



Hall Rental Application

Post 7166 VFW & Auxiliary, South Hill Virginia * VFW 7166.org



Rental agreement contract between Post 7166 and _____

The facility can be used for up to 8 total hours for any one function, so plan accordingly. Function will not last past 22:00 hrs. You have (1) hour to clean up without extra charge. Additional time may be coordinated and additional fee from your security deposit. To secure a date a \$200 non-refundable deposit must be made well in advance. Deposit will be applied toward the rental of the hall. All payments must be made within 14 days of your function, made in cash or check. Any payment after this time will be cash or certified check.

A \$100 cash security, damage / cleaning deposit must be made prior to the function. Upon inspection and if no damage, cleaning inside or outside is required the deposit or portion thereof can be returned within 10 days. All tables and chairs must be cleaned and placed back as found. There will be no removing of other items e.g. items, photos or decorations on the wall etc. The kitchen in like order, as found, no food left, trash removed and placed in dumpster, all surfaces cleaned and ready for next use. Please ask the onsite representative if you have questions.

There is **NO ALCOHOL or SMOKING allowed** on the premises, this includes the parking area and all outside areas e.g. patio. Guest will remain on the Hall level, restrooms are provided therein.

We reserve the right to refuse any event we deem inappropriate.

Hall will have no more than 90 individuals therein and this includes all kitchen staff and those outside.

Music, if any, will be maintained at a moderate level, it should not be heard outside the parking area.

Violations of these rules will terminate your function immediately and loss of security deposit.

Hall Rental \$400 plus the \$100 cash security, damage / cleaning deposit. Kitchen may be used to stage prepared food only. No meal cooking or use of materials in the kitchen area.

Date of Function: ____/____/____ Time: _____ Number of Guest: _____

Total to be collected: \$ _____ cash _____ check # _____ Balance Due: _____

Type of Function: _____ Anniversary / Baptism / Birthday (age) / Fund Reiser / Graduation / Retirement / Wedding - Reception / Quinceanera / Other

Comments: Hall limit is 90. Persons 16 years and younger must leave the premises by 22:00 For safety reasons, children will not play in the parking lot, kitchen, main entryway or main hall. All minors must be with parent or legal guardian. The hall cannot be rented to person under 25 years of age. Unruly behavior or failure to follow these rules may result in immediate cancellation of function and forfeiture security, damage / cleaning deposit. **Person renting facilities is responsible for guests' behavior.**

THIS IS A WAIVER AND RELEASE. READ IT CAREFULLY BEFORE SIGNING IT. My signature certifies that I have read the conditions as set forth by the Veterans of Foreign Wars, Post 7166 governing the use of the items specified above; that I will take full responsibility for seeing that the use of these facilities/area by the organization/group I represent is in full adherence and compliance with these conditions; that I will hold the Post 7166 Veterans of Foreign Wars & Auxiliary harmless from any damage, claim for damage for personal injury or death, damage to or loss of property incurred in the use of these facilities/area; that if there are any minors in the group using the facilities/area, I will accept full responsibility for them throughout the period covered by this Application Permit.

I HAVE READ THIS RELEASE CAREFULLY. I UNDERSTAND AND ASSUME THE RISK INVOLVED. BY SIGNING, I GIVE UP MY RIGHT TO SUE.

Print Name: _____ Signature: _____

Address: _____ ZIP: _____

Phone #: (____) _____ VFW Representative: _____ ID Check: _____