



## VETERANS OF FOREIGN WARS POST 2952

1894 W. Sunset, Suite B Springdale Ar. 72762

479.249.2344

### HALL RENTAL AGREEMENT BETWEEN

RENTER \_\_\_\_\_ & VFW POST 2952

PHONE # \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

FULL ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

We are a non-profit and are requesting a free or reduced rate, check here \_\_\_\_\_

\*\*Renter must provide copy of driver's license or picture id and 501(3)(c) document if requesting a free or reduced rate. Post members please provide a copy of membership card.

1. Meeting Hall Rental \$60.00 per hour minimum 2 hours. This includes the time for setup, decorating, caterer setup, band/DJ assembly. Small Room Rental add \$50.00 per event.
2. A deposit of ½ the rental amount is required due at agreement signing All balances due 30 days prior to event.
3. \$25 Wi-Fi access for your event
4. \$25 Large TV access for your event
5. If you plan on serving Alcohol, You must provide designated security personal 1 per 30 attendees.
6. Check our "Events" calendar on our website at [vfw2952.org](http://vfw2952.org) for available dates.
7. All applications for reservations must be made through the VFW Representative by the execution of a signed contract. No other agreements are valid, unless stated in writing on the contract and initialed by both parties and the required deposit made within seven (7) days of the application date to validate the reservation. Otherwise, the date will be cancelled and made available to others. The required deposit will be one-half (1/2) of the total rental fee. The balance must be paid in full ten (10) working days before decorating for the event.
8. NO smoking allowed in the building.
9. Per VFW Bi-Laws no political events are allowed

The Hall will be available for setup and decorating the day of the event. Normal decorating time is two (2) hours and Caterer setup one (1) hour prior to event, Decorations in the Hall are at the discretion of the VFW Representative and decorations, tables/seating arrangements shall not block any "EXIT" and must allow at least four (4) feet clearance side to side.

The undersigned renter shall indemnify and hold harmless VFW Post 2952 and waive all rights against VFW Post 2952 for any and all claims, damages or losses to personal property any claims past, present, future whether known or unknown, personal injuries, injuries or sickness in connection with rental of the facility and arising out of any act and/or omission by the VFW Post 2952.

The Renter assumes liability during the event. The Renter assumes responsibility for repairs and/or damages to the building, furniture, or defaced property during the event.

The following items are not allowed in the building when decorating: throwing or placement on tables of rice, birdseed, scattering of glitter, sequins, feathers or hay. There will be No Ceiling Decorations.

Hall Events cannot exceed more than 85 people. It is the responsibility of the renter to plan appropriately. Police and Fire Marshall will enforce city ordinance.

Meeting hall and/or small meeting room will not be rented for an event that is immoral, illegal, or offensive to the public or which may bring discredit to the VFW and its POST 2952. It is our VFW Post policy that no minor is allowed to drink alcohol with parents in/on our premises. No refunds will be given if any of the above mentioned policies are violated.

No animals allowed in building other than authorized service animals.

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE PROVISIONS  
CONTAINED WITHIN THIS AGREEMENT.

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

POST REPRESENTATIVE; \_\_\_\_\_ DATE: \_\_\_\_\_

**SCHEDULE OF HALL RENTER CHARGES**

All rental fees do not include a cleaning fee, It is renters responsibility to return the building clean and free of damage. You may forfeit your deposit if the building is not returned in the condition you found it in.

All non-profits must attach 501 (3) (c) documents for free or reduced rental rates.

Veteran Funeral Reception Events are considered free community service. Donations are accepted but not required.

Credit card and debit cards accepted.

The renter shall be given a full refund of the deposit if the Reservation is cancelled at least sixty (60) days prior to the event. If less than sixty (60) days, NO DEPOSIT will be returned. VFW POST 2952 retains the right to cancel any Hall rental due to circumstances beyond its control. If VFW POST 2952 initiates the cancellation of a Rental contract, all deposits and fees shall be refunded to the Renting Party. Prices are subject to change without notice.

Date and time of event: \_\_\_\_\_

If a VFW member – VFW ID# \_\_\_\_\_

Meeting Hall	\$60/hr min 2 hours	\$
Small Room	\$50.00 per event	\$
WI-FI Access	\$25.00	\$
TV Rental	\$25.00	\$
Non-profit discount		\$( . )
Total cost of event to renter		\$
Deposit (1/2 of total rental)		\$
BALANCE		\$
FINAL PAYMENT	30 working days before event	\$