



Veterans of Foreign Wars Post 1461
1310 W. Lincoln
Belvidere, IL 61008
(815) 544-2014



CONTRACT

Hours: 10:00 a.m. – Midnight		Hall Capacity: 200 people	
Hall Rent With Purchase of Meals:		½ Bbl Beer: \$175 – Qty: _____ Miller Lite Qty: _____ Bud Light Some imports available for additional cost Qty: _____ Coors Light Qty: _____ MGD 64 Unlimited Fountain Pop: \$75 (Upstairs Hall Rental Only- Coke, Diet Coke, & Sprite) Champagne : Asti/Bottle – Qty: _____ Wine: Special order –ask – Qty: _____	
Upstairs Hall:	Member* \$200 Non-Member \$300		
Downstairs Hall:	Member* \$150 Non-Member \$250		
Both Floors:	Member* \$325 Non-Member \$425		
Hall Rent Only: (No Purchase of Meals)		Reservation Deposit: (applied to total cost) \$200	
Upstairs Hall:	Member* \$500 Non-Member \$600	Damage/Clean-Up Deposit: ½ cash ½ check \$1000 (returned if clean & undamaged)	
Downstairs Hall:	Member* \$400 Non-Member \$500	Bartender: \$100	
Both Floors:	Member* \$700 Non-Member \$800	Gratuity: 18% pre-purchased liquor/food	
*Member =Member of over one year in good standing.		Security: \$30/hour/security guard	
		Add'l Table SetUp \$50, regardless of # of tables	
		Add'l Table Removal: \$50, regardless of # of tables	

Event Information

Renter's Name: _____ Day Phone No.: _____
 Street: _____ Evening Phone: _____
 City, State & Zip: _____ E-mail: _____
 Date of Event: _____ Number of Guests: _____ Type of Event: _____
 Time Bar is to Open: _____ Open Bar? Yes No Time Start _____ Time Stop _____
 Number of Guests at Head Table: _____ Tablecloths? (White Plastic) Yes No
 If Meals Ordered, What Time Are They to be Served: _____
 Cake Table? Yes No Gift Table? Yes No Coffee? Yes No

By Illinois law, no alcohol is to be brought in or consumed on premises that is not purchased from the VFW Post 1461.

1. Prior to Event:

a. Hall Information:

- Liquor/liability insurance is provided by the VFW to cover our liability only. No insurance is provided to cover individual liability of the renter
- Hours of hall rental 10:00 am to Midnight. Event must stop at Midnight.

b. Contract:

- Contract must be completed and signed by both the renter and club employee.
- Person renting hall is responsible for any damages to VFW property including any damage by attendees.
- Reservation Deposit must be submitted to hold the date for event and is non-refundable. Remaining balance is due at least two weeks prior to event. **If this contract is canceled, deposit is forfeited.**
- Damage Deposit is due at least 2 weeks before event. Damage Deposit must be paid in ½ cash and ½ check. Damage Deposit can be picked up two days after event.

– The damage deposit will be paid back in full unless additional charges are incurred as a result of extra cleaning required, and/or maintenance, building/equipment damages, etc. **A minimum of \$100 will be charged.**

– Hall set up must be decided no less than two weeks prior to event. Any hall changes within two weeks of event will be an additional \$50 charge.

c. Decorations:

– All decorations are to be taken down and removed at the end of the event.

– Decorations may be put up anytime during the rental hours.

– **NO** Confetti, Glitter, Silly String, or anything of this nature can be used, there will be an additional charge if used.

– All Decorations and/or any linens not owned by the VFW must be removed at the end of the event.

2. During Event:

– Children **MUST** be attended to at ALL times. No Children in Parking Lot unless with Parent. If this rule is violated event can be shut down. This is for the safety of all.

– **NO** outside liquor or beer may be brought into the VFW club. Any outside liquor or beer will be confiscated and disposed of. Event will be shut down if it continues.

– Music must be kept at a respectable level. Please be courteous of the party that may be in the opposite hall.

– **NO** bands allowed in the lower level hall.

– **NO** beverages allowed on the stage. If there are any spills you will be charged for cleaning.

– Any gum, candy, food, etc stuck to the floor creating additional cleaning time will result in additional charges.

– If tables need to be moved or removed during your event by our staff there will be an additional \$50 charge.

3. After Event:

– Any remaining beer in keg **cannot** be removed from the VFW club. **NO** refunds will be given on unused portions.

– All trash must be removed from event and placed into dumpster.

– Chairs must be folded up and placed against the walls.

– All decorations, glassware, linens, or items not owned by the VFW must be taken at the end of the event.

– Hall and bathrooms will be inspected for excessive clean up and damages. Hall includes floor, stage, tables, chairs, lights, TV's, and any other permanent fixtures owned by the VFW. Bathrooms include sinks, walls, tiles, floors, mirrors, toilets, tissue and paper dispensers, and any other permanent fixtures owned by the VFW. Any additional clean up or damages will be a minimum of \$100 charge.

Violations to any of the above items may result in forfeiture of a portion or all of your damage/clean up deposit

I, the undersigned, have read and agree to abide by all of the Boone County Veterans of Foreign Wars Post 1461 regulations and facility use policies applicable to the use of the facilities, and will assume responsibility for any damage occurring as a result of using such facilities, including damage by any attendees. Furthermore, I, my vendors, agents, employees, and attendees will attend the event and use the facility at our own risk. I have read and agree to the above regulations. The Boone County Veterans of Foreign Wars Post 1461 shall not be liable for any damage arising from personal injuries sustained by any persons on the premises and I assume full responsibility for such damages. In consideration of being granted the right to use the Boone County Veterans of Foreign Wars Post 1461 facilities, I hereby release the Boone County Veterans of Foreign Wars Post 1461, its trustees, employees, and agents from any and all claims, demands, damages or rights of action rising out of such use of the Boone County Veterans of Foreign Wars Post 1461.

Renter

Date

VFW

Date

Deposit