



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



**CONTRACT**

<b>Hours:</b> 10:00 a.m. – Midnight	<b>Hall Capacity:</b> Main 200 people Dining 150 people
<b>Hall Rent With Purchase of Meals:</b>	Unlimited Fountain Pop: \$75 (Upstairs Hall Rental Only- Coke, Diet Coke, Fanta Orange, & Sprite)
Main Hall: Member* \$300 Non-Member \$500	Champagne : Asti/Bottle – Qty: _____ Wine: Special order –ask – Qty: _____
Dining Hall: Member* \$200 Non-Member \$350	
Both Floors: Member* \$500 Non-Member \$750	
<b>Hall Rent Only: (No Purchase of Meals)</b>	<b>Reservation Deposit:</b> (applied to total cost) \$200
Main Hall: Member* \$600 Non-Member \$800	<b>Damage Deposit:</b> ½ cash ½ check \$1,000 (returned if no damages)
Dining Hall: Member* \$500 Non-Member \$600	<b>Bartender:</b> \$120, up to 8hrs additional \$12 an hour after 8.
Both Floors: Member* \$800 Non-Member \$1500	<b>Gratuity:</b> 18% pre-purchased liquor/food
*Member =Member of over one year in good standing.	<b>Security:</b> \$30/hour/security guard
	<b>Add'l Table SetUp</b> \$50, regardless of # of tables
	<b>Add'l Table Removal:</b> \$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 set 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. **Please make guests aware.**
- **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. **Please make guests aware.**
- Guests may be asked to provide ID for purchasing of alcohol. **Please make guests aware.**
- If guests have consumed too much alcohol they will not be served and may be asked to leave.
- 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. **Minimum \$100 charge.**
- If tables need to be moved or removed during your event by our staff there will be an additional \$50 charge.

**3. After Event:**

- All trash must be removed from event and placed into dumpster.
- Chairs must be folded up and placed on top of the table.
- 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