



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



CONTRACT

Hours: 10:00 a.m. – Midnight	Damage/clean up deposit-- \$100 Elks room & \$200 Pavillion
Elks Room - - Capacity: 49 people Elks Room	\$150 for day
Pavillion	\$300.00 for the day w/grill use \$350

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 Start _____ Time Stop _____
 Tablecloths? Elks room only (White Plastic) Yes No Cake Table? Yes No
 Gift Table? Yes No Coffee ? Elks Room Only 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:

- Liquor/liability insurance is by the VFW to cover our liability only. No insurance is provided to cover individual liability of the renter
- 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.
- 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.

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. The event will be shut down if it continues. **Please make guests aware.**
- Music must be kept at a respectable level.

3. After Event:

- All trash must be removed from event and placed into dumpster. All decorations, glassware, linens, or items not owned by the VFW must be taken at the end of the event.
- Room/Pavillion and bathrooms will be inspected for excessive clean up and damages. Room/Pavillion includes tables, chairs, lights, and any other permanent fixtures owned by the VFW. Bathrooms/Port-o-johns include sinks, walls, tiles, floors, mirrors, toilets, tissue and paper dispensers, and any other permanent fixtures owned/operated by the VFW.

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