



# VFW Post 1461/Boone County Veterans Club

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, Sprite Diet Coke, Fanta Orange, & Lemonade)	
Main Hall:	Member*    \$300 Non-Member    \$400	Champagne :	Asti/Bottle –    Qty: _____
Dining Hall:	Member*    \$ based on hrs needed Non-Member    \$ based on hrs needed	Wine:	Special order –ask – Qty: _____
Both Floors:	Member*    \$400 Non-Member    \$700	Cake cutting	\$ 50 Up to four tiers, \$25 each add'l tier
<b>Hall Rent Only: (No Purchase of Meals)</b>		Dessert set up	\$ 50
Main Hall:	Member*    \$600 Non-Member    \$800	<b>Reservation Deposit:</b> (applied to total cost)    \$200	
Dining Hall:	Member*    \$ based on hrs needed Non-Member    \$ based on hrs needed	<b>Damage Deposit:</b> ½ cash ½ check    \$1,000 (returned if no damages)	
Both Floors:	Member*    \$700 Non-Member    \$1000	<b>Bartender:</b> \$175, up to 8hrs additional \$15 an hour after 8.	
<b>*Member =Member of over one year in good standing.</b>		<b>Gratuity:</b> 18% pre-purchased liquor/food	
		<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: \_\_\_\_\_ Cake Table? Yes No Gift Table? Yes No  
If Meals Ordered, What Time Are They to be Served: \_\_\_\_\_ Coffee? Yes No  
If desired, what time for cake cutting? \_\_\_\_\_

**By Illinois law, no alcohol is to be brought in or consumed on the 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. This allows for 2 hours of cleaning up after your event.

#### b. Contract:

- Contract must be completed and signed by both the renter and club manager.
- Person renting hall is responsible for any damages to VFW property including any damage by attendees.
- Reservation Deposit of \$200 must be submitted to hold the date for event which will be applied toward your balance. The remaining balance is due at least two weeks prior to the event. **If this contract is canceled, the reservation deposit of \$200 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 the event. – The damage deposit will be paid back in full unless additional charges are incurred because 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 one week prior to event. Any hall changes within the week leading up to your 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 the Event:**

- Children **MUST** be always attended to. No Children in Parking Lot unless with a parent. If this rule is violated, the event can be shut down. This is for the safety of all. **Please make your 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. The event will be shut down if it continues. **Please make guests aware.**
- 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 the 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, TVs, 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 cleaning or damage will be a minimum of \$100 charge.**

**Violations to any of the above items may result in forfeiture of a portion or all 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