



Veterans of Foreign Wars Post 322
3800 S. Windermere St, Englewood CO 80110
Phone: 303-789-9146 ~ Fax: 303-761-9189



HALL USAGE AGREEMENT

Article I. RESERVATIONS & DEPOSIT

- Section 1.01 Reservations are taken on a first come first serve basis.
- Section 1.02 Reservations are guaranteed upon receipt of a deposit in the amount of \$250.
- (a) Deposit may be paid by cash, check, or credit card. A 2.9% convenience fee will be charged if a credit card is used.
 - (b) Veterans of Foreign Wars (VFW) Post 322 has the right to cancel any reservation if the check is returned.
- Section 1.03 The full amount of the deposit will be returned if cancelation is made within 30 days of the date of reservation.
- (a) Cancelation must be submitted in writing to VFW Post 322.
 - (b) If a cancelation is made within 30 days of the reservations, a 25% per week cancellation fee will be deducted for each week closer to the reservation date.
- Section 1.04 To accept the conditions of Article I, initial here: _____

Article II. RENTAL AGREEMENT

- Section 2.01 The rental agreement is made between VFW Post 322, and the renter (refer to article VIII for renter details) for the use of the hall and kitchen only.
- Section 2.02 The lounge and bar area are open to renters and their guests for an extra fee but cannot be closed off to the members of the organization.
- Section 2.03 Security is mandatory and will be provided by VFW Post 322.
- (a) The renter agrees to pay the cost of the guard as a part of the rental fee.
- Section 2.04 The renter and their guests must agree to abide by all rules VFW Post 322 has in place for the for the protection of the facility as well as the welfare and comfort of the guests.
- Section 2.05 The renter agrees to keep the facility and its furnishings in as good of order as when renter took occupancy for the event.
- Section 2.06 The renter must not use the premises for any purposes prohibited by law.
- Section 2.07 The renter and their guests must comply with all Police, Fire and sanitary regulations.

Section 2.08 The Renter and their guests cannot hold VFW Post 322 or their agents liable for any injury or damage to person or property, either proximate or remote, no matter how occasioned.

Section 2.09 To accept the conditions of Article I, initial here: _____

Article III. GUESTS/CHILDREN

Section 3.01 The Renter is solely responsible for their guests.

- (a) The Bartender, Manager, or Security Guard has the right to ask any unruly guest to exit the premises.

Section 3.02 Children are always welcome in the VFW hall.

- (a) Children under the age of 16 are not allowed in the bar and lounge area without an adult supervising them.
- (b) An adult is any person age 21 and older.

Section 3.03 No person under the age of 21 may sit at the bar.

Section 3.04 VFW Post 322 will not be held responsible for any injury to guest or children from playing in the parking lot or streets adjacent to the facility.

Section 3.05 To accept the conditions of Article I, initial here: _____

Article IV. ALCOHOL

Section 4.01 The Renter agrees that neither they nor their guests will bring alcohol into the building or onto the property of 3800 S. Windermere St, Englewood CO 80110.

- (a) If the Renter would like to utilize the bar and lounge area, the Renter will pay the bartender costs.
- (b) All alcohol must be purchased through the bar.
- (c) The Renter and their guests will not be allowed to exit the building with any alcoholic beverage. After the third incident caught by a staff member of alcoholic beverage being brought out of the building, including the parking lot, the event will be immediately terminated with no refund.
- (d) Any discovery of alcohol not sold from the bar will be cause for the immediate termination of the event with no refund.

Section 4.02 The Bartender, Manager, or Security Guard has the right to refuse to any person they believe to be intoxicated or under the influence of drugs.

Section 4.03 The Bartender, Manager, or Security Guard has the right to ask for proof of identification at any time from anyone in attendance at the event.

- (a) Only government issued identification will be accepted.

Section 4.04 Fountains dispensing alcohol are not permitted.



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- Section 4.05 There will be no cash tabs for individuals maintained by the bar unless the tab is paid by card, there may be a 2.9% convenience fee added to the purchase. The individual's card will remain behind the bar until the tab is closed.
- Section 4.06 To accept the conditions of Article I, initial here: _____

Article V. SETUP/CLEANUP

- Section 5.01 Setup for your event can be done the night before for a fee of \$100 if there is not already an event schedule for the hall that would conflict with the setup.
- Section 5.02 VFW Post 322 has number of 30" by 96" folding tables and chairs that may be used by the Renter.
- (a) Renter is responsible for providing their own table coverings and decorations.
 - (b) The following items will not be allowed to be used in decorating
 - 1) Glitter or items containing glitter.
 - 2) Tape will not be used.
- Section 5.03 The building will be cleaned prior to the Renter's use.
- (a) If the need occurs during the course of the event, cleaning supplies can be made available to Renter and guests.
- Section 5.04 Cleanup must be done before the scheduled end of the event unless otherwise arranged with the manager.
- (a) All decorations must be removed.
 - (b) Tables and chairs must be stacked.
 - (c) Kitchen counters, appliances, and dishes must be cleaned.
 - (d) All garbage removed and disposed of in the provided dumpster behind the gated fence.
 - (e) The carpet in the hall must be vacuumed.
- Section 5.05 The Renter will receive their \$250 deposit back, provided that the items listed in Article V, Section 4 (a-e) are completed and there is no damage.
- Section 5.01 To accept the conditions of Article I, initial here: _____

Article VI. HALL RENTAL FEES

- Section 6.01 Monday through Thursday fees are as follows:
- (a) Morning 8am to 12pm \$150
 - (b) Afternoon 1pm to 5pm \$175

(c) Evening 5pm to 10pm \$200

Section 6.02 Friday through Sunday fees are as follows:

(a) Morning 8am to 12pm \$175

(b) Afternoon 1pm to 4pm \$200

(c) Evening 5pm to 12am \$300

Section 6.03 Extended Area Fees (per event flat fee)

(a) The Canteen (Bar) Area \$75

(b) The Kitchen Area \$75

Section 6.04 Staff Fees

(a) Security Guard Per Hour \$25

(b) Bartender Per Hour \$12

Section 6.05 Technology Fees

(a) The hall is equipped with stereo and projection equipment.

(b) Stereo Equipment fee: \$50

(c) Projection Equipment Use Fee: \$75

Section 6.06 Major holidays

(a) For any hall rentals scheduled on a major holiday, there will be a 15% increase to the standard hall rental fees.

Section 6.07 Special Negotiated Price for monthly hall rental addendum

(a) Addendums will be noted in Article VIII Section 8.09 and the addendum will be attached to this contract and initialed by the Renter.

Section 6.08 To accept the conditions of Article I, initial here: _____

Article VII. LOSS OF DEPOSIT DUE TO DAMAGE

Section 7.01 Any damage from the Renter's event will be taken out of the Renter's initial deposit of \$250.

Section 7.02 If the repair costs for the damage is in excess of the initial \$250 deposit, the amount must be paid within 30 days of the Renters notification of damage.

Section 7.03 VFW Post 322 retains the right to hold the initial deposit up to five business days to verify that no damage occurred during the event.

(a) All deposits will be mailed back to the renter unless other arrangements are made with the manager.

Section 7.04 To accept the conditions of Article I, initial here: _____



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Article VIII. SPECIFIC DETAILS FOR RENTERS EVENT

Section 8.01 \$250 Security Deposit made by Cash ____ Check ____ Card ____ on ____

Section 8.02 Date: ____ Day: ____ Time Block: ____

Section 8.03 Bar (please check one): Cash ____ or Tab ____

Section 8.04 Hall Cost: \$ ____

Section 8.05 Number of Guards ____ @ \$25 hr x event hours ____ \$ ____

Section 8.06 Number of Bartenders ____ @ \$18 hr x event hours ____ \$ ____

Section 8.07 Additional requests: ____ Costs: \$ ____

Section 8.08 Event costs (not include security deposit) \$ ____

Section 8.09 Special_Instructions: _____

Section 8.10 To accept the conditions of Article I, initial here: _____

Article IX. RENTER INFORMATION

Section 9.01 By completing and signing the following sections, you are agreeing to the terms and conditions of this contract. (complete in blue ink)

Section 9.02 Today's Date: _____

Section 9.03 Renter's Signature: _____

Section 9.04 Renter's Name (print): _____

Section 9.05 Renter's Street Address: _____

Section 9.06 Renter's City: _____ State: _____ Zip Code: _____

Section 9.07 Renter's Phone #: _____

Section 9.08 Renter's Email: _____

Section 9.09 VFW Membership Name & Number: _____

Article X. Veterans of Foreign Wars Post 322

Section 10.01 Today's Date: _____

Section 10.02 Post Representative Signature: _____

Section 10.03 Post Representative Name (print): _____

Article XI. POST EVENT INSPECTION:

Section 11.01 No damage or cleaning services needed; deposit refunded on _____.

Section 11.02 Discrepancies were found and are as follows:

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Section 11.03 Repairs and or cleanup costs were \$_____ remainder of deposit refunded which was \$_____.

Section 11.04 Repairs and or cleanup costs exceeded the \$250 security deposit. See addendum for additional costs with copies of invoices and pictures the noted issues.

Section 11.05 Today's Date: _____

Section 11.06 Post Representative Signature: _____

Section 11.07 Post Representative Name (print):