



Veterans of Foreign Wars
County Seat Post 3673
605 West Lead Street
Bessemer, Michigan 49911

Hall Rental Agreement

Name of Renter: _____ Phone Number: _____

Address: _____

Type of Activity: _____ Date of Activity: _____

Hours of Activity: From _____ until _____

Kitchen Required: Yes No Catered: _____ Non-Catered: _____

Cleanup: Renter _____ VFW _____

Expected Number of Guests (250 maximum): _____

Marque: _____

Fee Summary

Hall Rental:

Weddings:	\$250 (Non-Member)	\$125 (Member in Good Standing)
Anniversaries:	\$200 (Non-Member)	\$100 (Member in Good Standing)
Funerals:	\$50 (Non-Member)	No Charge (Member in Good Standing)
All Other:	\$125 (Non-Member)	\$65 (Member in Good Standing)

Fifty percent (50%) of the hall rental fee is due at contract signing. The remaining balance per the Fee Agreement Worksheet is due no-later-than the day of the event.

Kitchen Use:

Catered: \$50, which includes full use of kitchen appliances, dishware, and flatware
Not Catered: \$25

Second Bartender: The use of one bartender is included in the hall rental fee. If desired, a second bartender can be provided at a cost of \$11 per hour.

Kegs of Beer (1/2 Barrels): Actual cost of the keg(s) plus a \$30 non-refundable tap fee per keg. An additional charge for cups will be made if supplied by VFW.

Cleaning Deposit: \$75. If warranted, the full deposit or remaining portion thereof will be refunded to the renter within three business days of the event.

Renter's Signature & Date: _____

VFW Representative's Signature & Date: _____



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Hold Harmless Agreement

This agreement is made between _____, the Renter, and County Seat Veterans of Foreign Wars Post 3673, for and in consideration of the rental of the County Seat Veterans of Foreign Wars Post 3673 Banquet Hall.

In consideration of the rental of the Banquet Hall, the Renter hereby releases and forever discharges County Seat Veterans of Foreign Wars Post 3673, its officers, members, and employees, its heirs, successors, or assigns, from any and all actions, suits, proceedings, debts, dues contracts, judgments, damages, claims and/or demands whatsoever in law or equity which the County Seat Veterans of Foreign Wars Post 3673, its officers, members, and employees, its heirs, successors, or assigns, ever had, now have, or may have in the future in connection to the rental of the County Seat Veterans of Foreign Wars Post 3673 Banquet Hall.

The Renter further agrees to hold and save the County Seat Veterans of Foreign Wars Post 3673, its officers, members, and employees, its heirs, successors, or assigns, harmless from any claim by any others, including cost and expenses for or on account of any lawsuits or claims of any character for or on account of any and all lawsuits or claims of any character whatsoever in connection with any theft, damage of real or personal property, personal injury or death.

In addition, the Renter herein agrees to reimburse the County Seat Veterans of Foreign Wars Post 3673, its officers, members and employees, its heirs, successors, or assigns from any necessary expenses, attorney's fees or costs incurred in the enforcement of any party of this agreement within thirty (30) days after receiving written notice that the County Seat Veterans of Foreign Wars Post 3673, its officers, members, and/or employees, have incurred them.

Executed this Date: _____

Renter's Signature: _____

VFW Representative's Signature: _____



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Fee Agreement Worksheet

Renter: _____ Phone Number: _____

Final Payment Due Date of the Event _____

Rental Cost:				\$ _____
Beer Bar				
Keg Beer (1/2 Barrels):	# Kegs _____	@ \$ _____	per Keg *	Cost: \$ _____
Tap Fee:	# Kegs _____	@ \$30	per Keg	Cost: \$ _____
Cups:				Cost: \$ _____
Use of Kitchen:	Catered - \$50	Not Catered - \$25	N/A	Cost: \$ _____
Second Bartender:	\$11 per hour X _____	hours		Cost: \$ _____
Cleaning Deposit	\$75			Cost: \$ _____
Deposit Due at Signing (50% of Hall Rental):				(\$ _____)
				Remaining Balance Due: \$ _____

Renter's Signature & Date: _____

VFW Representative's Signature & Date: _____

Deposit Paid: \$ _____ Date: _____ Check # _____

Remaining Balance Paid: \$ _____ Date: _____ Check # _____

Cleaning Deposit Refunded: \$ _____ Date: _____ Check # _____

Signature if Refunded in Cash: _____

* Estimated cost. Actual cost determined at time of purchase



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General Rules and Conduct

1. Hall rental deposit due when contract is signed. Any remaining balance is due the day of the event.
2. A written notice of cancellation must be received no later than three (3) months before the event for return of security deposit. If this is not adhered to, the Hall deposit will be forfeited.
3. A VFW representative will inform you when the Hall will be available for decorating. When decorating, use masking tape only. Do not attach decorations to the ceiling tile, metal ceiling dividers, or metal air vents. Metal wires are provided for this. No silly string or confetti allowed.
4. All candles must be enclosed flame votive-style candles.
5. VFW property, including pots, dishes, utensils, etc., will not be removed from the premises. Any leftover food will be taken out in the renter(s) personal containers only.
6. Renter(s) are ultimately responsible for all guests in attendance.
7. Fighting or damage to property will result in immediate ejection from the premises and may result in loss of the security deposit.
8. Renter(s) must ensure the Hall, both inside and outside, is properly cleaned and orderly no-later-than 12:00 p.m. the day following the event. Cleaning includes the kitchen, if used, the hall, including removal of all decorations and trash, sweeping and mopping, and outside of building.
9. This is a No Smoking facility. Smoking is allowed outside in designated areas. Ensure that guests properly dispose of cigarette butts. Failure to do so may result in loss of security deposit.
10. Renter(s) must abide by all Federal and State laws.
11. The undersigned agrees to pay for any and all damages to the building and contents, and/or theft of property therein. The cost of damages or theft exceeding the security deposit will be borne by the renter(s).

Purchasing and Consuming of Beverages

1. Liquor cannot be brought into the VFW or used on VFW premises. Any liquor containers found will be confiscated by an authorized VFW representative(s) and returned to the owner at the end of the event.
2. All beer must be purchased through VFW Post 3673.
3. If the beer bar is used, renter(s) are required to ensure that no one under the age of 21 is served beer and that those appearing to be intoxicated are no longer provided alcohol. Incidents occurring during or after the event due to intoxication are the responsibility of the renter(s).
4. If so desired, the renter can make arrangements for an open bar with the attending VFW representative before the event begins.

By signing this agreement, the renter(s) agree to be held personally liable for all expenses, herein identified or other, in renting of this Hall.

Renter's Signature & Date: _____

VFW Representative's Signature & Date: _____