



VETERANS OF FOREIGN WARS
 I.P. "SARGE" BELL MEMORIAL POST NO 3377
 PO Box 808
 Manchaca, TX 78652
 512-282-5664



Hourly Hall Rental Agreement

Event Date: _____

Event Type: _____

Please read and initial all paragraphs.

Rental Time

Hall rental is available from 10:00 AM to 12:00 AM (Saturday rentals can be extended to 1:00 AM Sunday). The event start and end time are established on page 2 of this contract.

_____ **(Renter initial)**

Rental Prices

Hall rental fee	\$200.00 / Hour
Cleanup service charge	\$250.00
Damage deposit	\$300.00

** A guarantee/security deposit of \$200.00 is required to reserve your event date and will be applied toward the hall rental fee.

**Damage Deposit of \$300 included in hall rental fee (refundable seven (7) days after party, if no Damage).

Cancellation of the hall reservation will be accepted up to 60 days prior to the event date with full refund of the Guarantee/Security Deposit. If canceled less than 60 days in advance of the event date, a refund of the Guarantee/Security Deposit will be made only if the hall is rented to another party for that event date. _____ **(Renter initials)**

Payment in full for the hall rental is due two (2) weeks prior to the date of the event. If payment is not made, the contract will be null, and void and the rental deposit will not be refunded. _____ **(Renter initials)**

The renter is liable for any loss or damage that is caused by the renter or their guests. This applies to physical damage, vandalism, or theft. Since you are a guest of Post 3377, it is expected that you will ensure there is no extreme trash such as drinks, food and dirt on the floor, trash strewn in the outside areas. _____ **(Renter initials)**

Security

You are required to hire one Security Guard for each 100 guests at the rates indicated under Rental Prices herein. _____ **(Renter initials)**

The Security Guard must be on premises when the first guest arrives and must remain until all guests, including Band/DJ, have vacated the premises. _____ **(Renter initials)**

*Security Officer (circle as applicable)

\$65.00 per hour with a 4-hour minimum per officer

\$75.00 per hour with a 4-hour minimum per officer for request received less than 48-business hours for need of officer

\$65.00 per hour with a 4-hour minimum if request requires a supervisor

\$75.00 per hour with a 4-hour min. per officer on all County approved holidays

\$75.00 per hour with a 4-hour minimum for each plain clothed officer

* The Security Officer will be paid in cash before the start of the event.

_____ **(Renter initials)**

Hall Rental Hours

Upon signing this contract, the renter acknowledges that the event start, and end times will be firmly established. The renter may not enter the Hall for the event set up prior to 10 A.M on the day of the event. The event end time established by the contract means that the renter, all event guests, and all material/property used during the event and provided by the renter must be out of the Hall. The Security Guard will escort all those not complying out of the building and the doors will be locked. NO EXCEPTIONS.

_____ **(Renter initials)**

Hall Capacity

The Travis County Fire Marshall has set the hall capacity for guest occupancy at 225 persons. Failure to abide by this requirement will result in termination of the event and loss of all rental fees. _____ **(Renter initials)**

Music

The volume of the band/DJ will be measured by decibel meter and strictly enforced. A noise level of 80db measured six (6) feet from outside of the building is acceptable. Failure to abide by his requirement will result in termination of the event and the loss of all rental fees. _____ **(Renter initials)**

The band/DJ must vacate the interior of the hall by the agreed upon end time of the event. Failure to vacate will require additional fees to be charged and deducted from the damage deposit. _____ **(Renter initials)**

Catering/Beverage Policy

The renter may provide their own food caterer. No kitchen facilities or utensils are available. _____ **(Renter initials)**

NO BEER, WINE, OR SOFT DRINKS MAY BE BROUGHT IN THE FACILITY (meaning building and grounds). These items are available and may be purchased from VFW Post 3377. Tea, coffee, or other non-alcoholic beverages may be brought in and consumed on the premises. _____ **(Renter initials)**

Any alcoholic beverage sold prior to closing time may be taken out of the building but must not be opened or consumed outside the building on the Post grounds (Texas State law applies). Liquor may be brought in and consumed in the building (Texas State law applies). _____ **(Renter initials)**

Minor Children

Children under the age of 17 will not be allowed outside of the hall on Post grounds unless accompanied by an adult. No one under the age of 21 is permitted in the Post Canteen (bar) unless accompanied by a parent or legal guardian.

_____ **(Renter initials)**

The purchase of an alcoholic beverage by a parent or legal guardian of a child under the age of 21 years old is prohibited. _____ **(Renter initials)**

Admission Fees

The renter will not charge admission fees, unless approved by the Post and tax is collected and paid (Texas State law applies). This applies to all except exempt organizations. The renter has sole responsibility for the collection and payment of taxes, if applicable. _____ **(Renter initials)**

Indemnity

The renter and guest shall release VFW Post 3377 of all liability, loses, damages, or judgments, including costs, attorney fees and expenses incident thereto for injuries or death to person(s) or property arising out of or in connection with VFW Post 3377 or its employee(s) performance of duties as specified herein, unless caused by the negligence or misconduct of VFW Post 3377 or its employee(s). _____ **(Renter initials)**

Uses, Responsibilities, and Restrictions

The renter accepts full responsibility for the following:

1. The renter is responsible for all items, including contracted equipment brought into the building.
2. All personal items and equipment must be removed from the hall as agreed upon at the end time of the event at which time the doors will be locked.
3. VFW Post 3377 reserves the right to refuse service to any person or group.
4. The conduct of guests is the responsibility of the renter. The renter will be notified of any disorderly acts or language and any violation of law or good order. The person(s) in violation will be asked to leave the premises. The senior VFW Post 3377 Officer present, VFW Post 3377 House Committee Chairman, or VFW Post 3377 employee will

have final decision in the above matters and will call law enforcement if violators are uncooperative.

5. No nails, staples, thumbtacks, or other means will be used to fasten decorations to any wall surface or fixture in the hall. The use of scotch or masking tape is permitted. Nothing may be attached to the ceiling panels or grids.

6. Confetti or similar items are not allowed in the hall.

7. No open flames, e.g., candles used during a ceremony, are allowed without prior approval of VFW Post 3377 or its employee. If approved and used, extreme caution must be taken.

8. If a tab is kept for beverages purchased from the Post Canteen, a 15% surcharge will be assessed for the extra service.

9. The renter will make every effort to keep the hall and outside grounds in reasonably clean and orderly condition to prevent accidents and maintain the safety of the guests.

_____ **(Renter initials)**

We hope your event will be a success and that you will recommend us to your friends. Please feel free to make recommendations as to how we can improve our service.

Any questions that you may have can be directed to Michael Murray, Quartermaster, VFW Post 3377 at 512-282-5664 or quartermaster_2023@outlook.com.

The following must be completed in full and returned with the required \$200.00 for guarantee/damage deposits.

Contact Person for Details:

Name: _____

Address: _____

City/Zip: _____

Home Phone: _____

Date of Event: _____

Type of Function: _____

Start Time (Party Set-up): _____ End Time: _____

Of Guests: _____ (maximum is 225 quests)

Renter Signature

VFW Employee Signature

Hall rental fee \$200.00 / Hour
Cleanup service charge \$250.00
Damage deposit \$300.00

** A guarantee/security deposit of \$200.00 is required to reserve your event date and will be applied toward the hall rental fee.

\$_____ Security deposit paid (cash/check) Check #: _____

Received by _____

Balance of \$ _____

Payment Amount \$ _____ Received By _____ Date _____

Balance of \$ _____

Payment Amount \$ _____ Received By _____ Date _____

Balance of \$ _____

Payment Amount \$ _____ Received By _____ Date _____

Balance of \$ _____

Payment Amount \$ _____ Received By _____ Date _____

Balance of \$ _____

What time will your first guests begin to arrive? _____

Do your guests prefer a certain type/brand of beer or wine? _____

REFUNDS FOR SECURITY DEPOSIT WILL BE MAILED TO THE ADDRESS ON THE CONTRACT 7-10 DAYS AFTER THE EVENT.