



VETERANS OF FOREIGN WARS OF THE UNITED STATES

Ernest Simmons VFW Post 6722

409 S. Main Street
Lillington, NC 27546
(910) 893-3706

**POST RENTAL AGREEMENT
CASH ONLY**

FULL NAME:_____ RENTAL DATE:_____

BALANCE RECEIVED:_____ DEPOSIT PICKED UP:_____

POST 6722 MEMBER: YES NO VFW/AUX MEMBER(EXTERNAL): YES NO

NON-MEMBER: YES NO

TERMS OF RENTAL AGREEMENT

1. PRE-EVENT RESPONSIBILITIES

- 1.1 The renter shall provide a picture ID and deposit of \$200.00 upon booking/signing this contract to reserve the date.
- 1.2 The renter shall pay any remaining balance of the rental fee.
- 1.3 If the post is having an event the Friday night prior to the renter's event, the rental shall not begin decorating the post until the post event has terminated.
- 1.4 At the completion of all fees and paperwork prior to the beginning of the event, the rental and hall scheduler shall conduct a walk-through and visual inspection of the inside and outside of the post to include the parking lot. The hall scheduler will ensure the renter understands where the provided cleaning supplies and tools are



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located to include brooms, mops, and vacuums. A plastic bucket is provided for dirty rags.

\$200 Deposit Received: _____ Hall Scheduler Initials: _____

2. ALCHOLIC BEVERAGES

2.1 The renter is prohibited from selling or supplying alcohol to event guests on VFW Post 6722 property. Doing so is a violation of North Carolina law. All alcoholic beverages must be consumed inside the hall, middle room, and canteen area only. No alcoholic beverages are permitted in the parking lot area on the side of the building or in the front of the building. The back porch/parking area are the only outside areas where alcoholic beverages are allowed. If security personnel observe any offenses in this regard, it will result in the immediate shutdown of the event and forfeiture of the \$200 deposit. The renter will immediately begin cleaning the hall and after completion, leave the premises. The renter will be prohibited from renting the hall in the future.

2.2 **FOR VFW POST 6722/AUX MEMBERS:** VFW Post/Aux members have access to the post canteen for special events outside normal post working hours. However, a bartender is required to serve any liquor/beer at VFW Post 6722. Liquor/beer can be purchased by event guests at posted canteen prices. The VFW Post/Aux member renter shall sign-in all his or her guests who participate in the event. The Post/Aux member renter is responsible for the conduct of their guests. The on-duty bartender



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for the event will negotiate the fee with the renters prior to the event.

3. EVENT EXECUTION

- 3.1 The maximum number of occupants in the building is limited to 100.
- 3.2 All guests shall enter the hall through the **FRONT DOOR ONLY**. The kitchen entrance door will remain closed and locked at all times with the exception of unloading/loading supplies in/out prior to the event and at the conclusion of the event. This is for safety and security reasons.
- 3.3 The renter shall be responsible for informing guests of the hall usage guidelines and the expected conduct of all guests on the premises during the event.
- 3.4 If the event requires a DJ, band, or sound system, the rental shall have the DJ offload their equipment through the front door of the hall. The renter shall ensure the DJ's equipment vehicle is removed from the front of the building and parked in the parking lot area after offloading equipment. The equipment truck is **NOT** to remain on the grass/sidewalk area leading to the front door. This allows a clear walkway for guests of the event.
- 3.5 This is a VFW Post. It honors the brave men and women who made enormous sacrifices in defense of the United States. The renter



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will ensure all ceremonial displays, accessories, flags, accoutrements, and tables remain where they are and in an **UNDISTURBED** condition. There are no exceptions to this rule. If during post event inspection, these items are found to be moved, disturbed, or desecrated in any way, the renter will forfeit their security deposit.

- 3.6 The 15 tables and accompanying chairs must be returned to their original position upon conclusion of the event. They may be moved or stacked as needed to better stage the event. Prior to the close of the event and departure of guests, the 15 tables and chairs will be placed in their original positions on the hall floor.
- 3.7 The renter shall not use the stove, grill, metal utensils, pots, pans, or plates in the kitchen. The renter shall not use the disposable plastic utensils and carryout containers found in the kitchen. The renter shall not use any shelf-stable condiments found in the kitchen. The above mentioned items are used for post fundraising activities in the service of veterans and membership.
- 3.8 The renter is authorized to use the sink and soap for cleaning any kitchenware the renter brings to use for the event hosted.
- 3.9 The renter is authorized to use the microwave to heat food the renter brings to the facility.



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- 3.10 The renter can utilize the refrigerator to store perishable items during the event which then must be removed at the conclusion of the event. Items stored in the refrigerator by post membership will remain undisturbed.
- 3.11 The post reserves the right to inspect any renter and guest activities during the conduct of the event.
- 3.12 The renter shall close the hall NLT 2:00 AM on the night of the event. All guests must leave the premises at this time. The renter shall turn off all internal and external lights, heat, air conditioning, and lock both front and side kitchen doors upon exiting the post.

4. POST EVENT RESPONSIBILITIES

- 4.1 The renter shall have until 12:00 noon the following day after the event to clean the hall and return tables, chairs, and other post items to their original order.
- 4.2 The renter shall use the cleaning tools and materials provided by the post.
- 4.3 The renter shall not use the trash bins outside at the rear of the building. That is for VFW use only. The renter shall gather all accumulated trash from the event and remove it from the property at the conclusion of the event.



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- 4.4 The renter shall also patrol the parking lot and remove any trash that guests may have deposited in that area.
- 4.5 After cleaning the hall, the renter shall ensure all trash is removed from the building and parking lot, all internal and external lights are turned off, all HVAC units are turned off, and all doors are secured and locked.
- 4.6 The renter shall have two (2) weeks from the date of the event to claim their \$200 deposit. Deposit pickup can be made Monday – Thursday between the hours of 5:30 – 7:30 pm and Friday between 6:00 – 8:00 pm.
- 4.7 Return of deposit is contingent upon a post inspection by the hall scheduler and compliance with all areas of this contract. The hall scheduler will ensure there is no physical damage to the premises, no items are missing, and the building is cleaned and returned to its original condition. After inspection of all areas covered by this contract to the satisfaction of the hall scheduler, the deposit will be released **ONLY TO THE RENTER WHO SIGNED THIS CONTRACT**. Any deviations from the outlined parameters of this contract will result in forfeiture of the deposit.
- 4.8 The VFW Post 6722 has the right to bar any renter from future business with the post due to breach of contract or unacceptable behavior.



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RENTAL DATE: _____ **DATE SIGNED:** _____

I THE UNDERSIGNED AGREE TO THE ABOVE TERMS OF THIS CONTRACT.

PRINTED NAME: _____

SIGNATURE: _____

TELEPHONE: _____ **DATE FINALIZED: (HS Initials):** _____

DEPOSIT RETURN DATE: _____ **HS INITIALS:** _____

PRINTED NAME: _____

SIGNATURE: _____

REMARKS:
