



Earnest Simmons Post 6722
409 South 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

NONMEMBER: YES NO

TERMS OF RENTAL AGREEMENT

1. PRE-EVENT RENTER 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 signing this contract is the sole responsible agent for the key and **SHALL NOT** give it to anyone else.
- 1.3. The renter shall pick-up the key the Friday prior to the event between the hours of 5:00PM & 8:00PM.
- 1.4. Upon picking up the key, the renter shall pay any remaining balance of the rental fee.
- 1.5. If the post is having an event the Friday night prior to the renter's event, the renter shall not begin decorating the post until the post event has terminated.
- 1.6. At the completion of all fees and paperwork prior to event start, the renter 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 to include brooms, mops, and vacuums. A plastic bucket is provided for dirty rags.

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

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2. ALCOHOLIC BEVERAGES

- 2.1. The renter is prohibited from selling the alcohol to event guests on VFW Post 6722 premises. Doing so is a violation of North Carolina law. All alcoholic beverages must be consumed inside the hall/middle area only. No alcoholic beverages are permitted in the parking lot area or the in front/side of the building. If security personnel observe any offenders 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 by VFW Post 6722. Liquor / Beer can be purchased by event guests at posted canteen prices. The VFW Post/Aux renter member who rents the hall 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. Bartender on duty for event will negotiate fee with renters prior to event.

3. EVENT EXECUTION

- 3.1. Maximum number of people 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 bringing supplies in/out prior to 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.
- 3.4. If the event requires a DJ, band or sound system, the renter shall have the DJ off load their equipment and use the front door to transport the equipment into 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 off-loading of equipment. The equipment truck is **NOT** to remain on the grass/sidewalk area leading to the front the door. This allows a clear walk way 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 will ensure all ceremonial displays, accessories, flags, accoutrements, and tables remain where they are in an **UNDISTURBED** condition. There are no exceptions to this rule. If during post event inspection, these items are found be moved, disturbed, or desecrated in any way, the renter will forfeit their security deposit.

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- 3.6. The 15 tables, and their accompanying chairs, must be returned to their original position, upon conclusion of the event. They may be moved or stacked as applicable for event activities. However, prior to the close of the event and departure of guests, the 15 tables and their 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, and 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. These materials are used by the post for fundraising activities in the service of the membership.
- 3.8. The renter is authorized to use the sink and soap for cleaning any kitchenware the renter brings to use for the conduct if the event.
- 3.9. The renter is authorized to use the microwave to heat food the renter brings to the facility.
- 3.10. The renter can use the refrigerator to store perishable items during the event. However, at the end of the event, the renter will remove their items from the refrigerator they brought to the event. Items in the refrigerator being stored 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. The renter shall turn off all internal and external lights, heat, air conditioning, and lock both front and side kitchen doors.

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. The renter shall gather all accumulated trash from the event and dispose of it themselves.
- 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 air conditioning/heating units are turned off; and all doors are secured and locked.

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- 4.6. The renter shall then **place the key in the suggestion box on the left of the door opening in the main hall** and exit through kitchen door having turned off the lights. When closing and locking the kitchen door, the lock on the door should be in the 6 o'clock position. After door closure, the renter will not be able to reenter the building.
- 4.7. The renter shall have two (2) weeks to reclaim the \$200 deposit. Deposit reclamation can be made on Monday – Thursday between the hours of 5:30-7:30 pm and Friday from 6:00-8:00pm
- 4.8. Return of the deposit is **contingent upon a post event inspection** by the hall scheduler and all areas of this contract having been complied with. The hall scheduler will ensure there is no physical damage to the premises, no missing items, and the building is cleaned and returned to original condition. After having inspected all areas per this contract, and being satisfied that all contract items have been complied with, the hall scheduler shall return the deposit ONLY to the renter who signed the contract. Any deviations from this contract will result in forfeiture of the deposit.
- 4.9. The VFW Post 6722 has the right to bar any renter from future business with the post due contract breach or unacceptable behavior.

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: _____

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