



NEW TOPSAIL ISLAND VFW POST 9983

**188 Hines Stump Sound Church Road
Holly Ridge, NC 28445
910-329-1881**

VFW POST 9983 FACILITIES RENTAL AGREEMENT

TERMS OF AGREEMENT:

1. SCHEDULE OF FEES:

a. VFW / VFW AUXILIARY MEMBERS	\$75.00 for 3 HOURS	_____
b. ACTIVE DUTY MILITARY	\$100.00 for 3 HOURS	_____
c. NON-MEMBERS	\$150.00 for 3 HOURS	_____
d. FULL KITCHEN USAGE (YOU COOK)	\$50.00	_____
e. MICROWAVE ONLY	\$10.00	_____
f. REFRIGERATION ONLY	NO CHARGE	_____
g. CLEANING DEPOSIT	\$50.00	_____
h. SET UP PRIOR TO REGULAR HOURS	\$15.00 PER HR	_____

CLEANING DEPOSIT WILL BE RETURNED UPON SATISFACTORY INSPECTION – INSPECTION WILL OCCUR NO LATER THAN 2 BUSINESS DAYS AFTER COMPLETION OF RENTAL PERIOD

2. KITCHEN ACCESS:

- a. The kitchen occupancy will be no more than 4 persons at any time for safety.
- b. No children under the age of 16 are permitted in the kitchen at any time.
- c. No alcoholic beverages may be consumed in the kitchen at any time.

3. DECORATIONS / SUPPLIES:

- a. The hall will be presented in a clean state prior to your event.
- b. Any Decorations and supplies are the responsibility of the renter unless otherwise specified in an addendum attached to this agreement.
- c. The Post will provide the tables, chairs, cleaning supplies and trash receptacles and trash bags.
- d. Access time for decorating is permitted during normal business hours with prior notice. Should time before normal business hours, on your event day, be required, there will be a \$15.00 per hour charge, non-refundable.

- e. All decorations “set-up” must be completed within 24 hours of the event and “tear-down/clean-up” of the facilities must be completed within 24 hours after the unless otherwise notified due to scheduling conflicts.

4. FOOD AND BEVERAGE:

- a. You may bring in food from outside vendors, or you may choose to have the VFW cater the event (prices and services listed in attached addendum, if applicable).
- b. No outside beverages may be brought into the Post without prior written approval of the Post commander. The only exception to this restriction is that iced tea or lemonade beverages may be brought to the Post. Coffee, soft drinks, bottled water, or alcoholic beverages will be purchased through the Post Canteen. You may also choose to have a private bar/service station (a separate private bar/station addendum will be attached to this agreement).
- c. Packaged alcohol (i.e. wine/liquor) presented as a gift is permitted so long as it remains unopened, placed on a designated table, and is not be consumed on the VFW Post property. At no time shall ANY alcoholic beverages be consumed outside of designated areas. Please consult with the Post Canteen manager to identify these designated consumption areas for your event.
- d. Alcohol will not be provided to guests under 21 years of age.
- e. Any special beverage requests, such as keg beer, specialty alcohol brands, etc., must be requested and approved at least one week in advance of the event. There may be a surcharge for such items, as provided in an attached addendum to this agreement, if applicable.
- f. Guests are not permitted to serve any alcoholic beverages. Service of alcoholic beverages must be conducted by Canteen Staff. NO EXCEPTIONS.

5. RESTRICTIONS ON FACILITY USE AND DEPOSIT REQUIREMENT:

- a. The VFW Hall may be closed-off and kept private except as mentioned above, concerning service of food and beverages.
- b. Should VFW Post officers require access the office during your event, they will use due care to avoid disturbing your event.
- c. Games such as Corn Hole, Axe throwing, etc. can be provided at no additional charge, and guests will be responsible to return play pieces to the interior of the Canteen hall when completed. Boards will be the responsibility of Canteen Staff.
- d. A shooting event at the Pistol Range will be permitted with prior approval subject to range fees, as detailed in the attached addendum (if applicable). This must be arranged in advance to ensure that a range safety officer may be present, for the safety of all concerned.

- e. Smoking or vaping is only permitted outside VFW Post buildings. The front or rear of the building are permissible smoking/vaping areas. Guest will use appropriate disposal receptacles for cigarette or cigar butts.
- f. No one under the age of 18 may remain on the premises after 10:00 p.m.
- g. Hall reservations will be accepted and booked upon receipt of a 50% deposit. The rental agreement will not be deemed final until payment in full is received within 24 hours prior to the reserved date. The reserving guest may also be required to submit an additional deposit or adhere to an accelerated payment schedule in accordance the catering addendum, if applicable.

It is therefore agreed, by _____ (print name), that you have reviewed the terms and fees associated with this agreement; that you will comply with all items specified herein and to any attached addendum, if applicable; and that the hall shall be secured for your use on _____ day of _____, 20____, from _____ am/pm to _____ am/pm.

(signature / date)

GUEST CONTACT INFORMATION:

_____ / _____
 (NAME) (PHONE) (ALT PHONE)

STREET ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

EVENT DATE: _____ SET UP TIME _____ EVENT START _____

EVENT END TIME: _____ EVENT DECORATION REMOVAL DATE/TIME _____

PLEASE WRITE ANY EVENT MESSAGE YOU WOULD LIKE DISPLAYED ON OUR HWY 17 SIGN (MAX 50 LETTERS)

FEE SUMMARY:

Rental

Cleaning

Kitchen access

Overage time

TOTAL _____ DEPOSIT PAID _____ on _____

BALANCE DUE _____ ON _____

ADDENDUM ATTACHED – YES / NO

RENTAL HALL ADDENDUM

BEVERAGE CONSIDERATIONS:

CATERING CONSIDERATIONS:

TABLECLOTHS / NAPKINS / ETC.:

COFFEE / WATER / JUICE CONSIDERATIONS:

SPECIAL REQUESTS AND ACCOMMODATIONS:

Both parties agree to the above considerations, and such fees are due and payable not later than 7 calendar days prior to the event, unless otherwise agreed, as specified here below

_____.

RENTER

CANTEEN MANAGER

DATE: _____