



**VETERANS OF FOREIGN WARS POST 5146  
LOCATION – 706 NORTH CONGRESS PARKWAY  
ATHENS TN 37303  
423-745-8387**

**Our Facilities are unavailable every 2<sup>nd</sup> Monday after 4:00PM**

**HALL RENTAL AGREEMENT BETWEEN**

**RENTER** \_\_\_\_\_ **& VFW POST 5146**

**PHONE #** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_ **EVENT TIME:** \_\_\_\_\_

**FULL ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **@** \_\_\_\_\_

**We are a non-profit and are requesting a free or reduced rate, check here** \_\_\_\_\_

**Renter must provide copy of driver's license or picture id and 501(3)(c) document if requesting a free or reduced rate.**

**Non-members must have a member to sign in renter in order to rent facility.**

**Member Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

- Meeting Hall Rental \$300.00 per event. Kitchen Rental add \$100.00. Dining Hall & Kitchen \$200.00 per event. Add \$100.00 for Canteen/bar Manager for Meeting Hall. Check our “Events” calendar on our website at vfw5146.org for available dates. Rental includes cleaning fee, Wi-fi and FREE promotions through our website (vfw5146.org) and social media sites such as Facebook, Twitter etc.
- All applications for reservations must be made through the VFW Manager by the execution of a signed contract. No other agreements are valid, unless stated in writing on the contract and initialed by both parties and the required deposit made within seven (7) days of the application date to validate the reservation. Otherwise, the date will be cancelled and made available to others. The required deposit will be one-half (1/2) of the total rental fee. The balance must be paid in full ten (10) working days before decorating for the event.



(rental contract continued)

- Contracts are for a period of eight (8) hours, which includes the time for setup, decorating, caterer setup, band/DJ assembly.
- The Hall will be available for setup and decorating the day of the event. Normal decorating time is two (2) hours and Caterer setup one (1) hour prior to event, Decorations in the Hall are at the discretion of the VFW Manager and decorations, tables/seating arrangements shall not block any “EXIT” and must allow at least four (4) feet clearance side to side.
- The front part of the building (CANTEEN) area is open to VFW/Auxiliary Members and their guests. Because of this, ***children under 21 will not be allowed. NO EXCEPTIONS.*** The Canteen will be open for all Meeting Hall rentals and will provide soft drinks, water, alcoholic beverages and setups at the customer’s expense.
- VFW POST 5146 will provide one (1) Canteen/bar manager per event for Meeting Hall Rental only at an additional \$100.00 fee. NO alcohol or smoking allowed in dining room or kitchen.
- No outside alcoholic drinks are allowed in the Hall. No kegs or alcohol dispensing machines or MIXERS allowed. **NO BYOB (Bring Your Own Bottle) ALLOWED ON THE PREMISES.** These items and setups can only be purchased from the VFW canteen. **The canteen/bar manager reserves the right to refuse service to anyone and has the final say in all related matters. NO EXCEPTIONS.**
- ***The undersigned renter shall indemnify and hold harmless VFW Post 5146 and waive all rights against VFW Post 5146 for any and all claims, damages or losses to personal property any claims past, present, future whether known or unknown, personal injuries, injuries or sickness in connection with rental of the facility and arising out of any act and/or omission by the VFW Post 5146.***
- The Renter assumes liability during the event. The Renter assumes responsibility for repairs for damages to the building, furniture, or defaced property during the event.
- The following items are not allowed in the building when decorating: throwing or placement on tables of rice, birdseed, scattering of glitter, sequins, feathers or hay. There will be No Ceiling Decorations.
- Hall Events cannot exceed more than 100 people. It is the responsibility of the renter to plan appropriately. Police and Fire Marshall will enforce city ordinance.



(rental contract continued)

- All rentals will not be rented for an event that is immoral, illegal, or offensive to the public or which maybe bring discredit to the VFW and its POST 5146. It is our VFW Post policy that no minor is allowed to drink alcohol with parents in/on our premises. **The canteen/bar manager reserves the right to refuse service to anyone and has the final say in all related matters. No Exceptions. No refunds will be given if any of the above mentioned are violated.**
- Member must show VFW POST 5146 membership card when applying for rental. Member can only use hall twice per calendar year at discounted or free price. Member must be present at event or lose the discounted or free price.
- The use of the kitchen will be available with Meeting Hall Rental for a \$100.00 charge. (Kitchen Dining Room rental does NOT include utilization or use of paper items)
- No animals allowed in building unless authorized service animals.

I HAVE READ, UNDERSTAND AND COMPLY WITH THE PROVISIONS CONTAINED WITHIN THIS AGREEMENT.

**SIGNATURE OF RENTER** \_\_\_\_\_

CANTEEN MANAGER: \_\_\_\_\_ Signed: \_\_\_\_\_ DATE: \_\_\_\_\_

HOUSE COMMITTEE MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

POST COMMANDER; \_\_\_\_\_ DATE: \_\_\_\_\_



## SCHEDULE OF HALL RENTER CHARGES

The rental is based on an up to eight-hours (8) contract at \$300.00 for Meeting hall and \$200.00 for the Dining Room and Kitchen. Add Kitchen to Meeting Hall at \$100.00.

\*Non-profit \$100.00 fee is to cover overhead such as utilities, insurance, cleaning etc.

All rental fees include cleaning fee, Wi-fi and FREE promotions through our website and social media sites such as Facebook, Twitter etc.

All non-profit's must attach 501 (3) (c) documents for free or reduced rental rates.

Veteran Funeral Reception Events are considered a free community service to the public. Donations are accepted but not required.

Credit card and debit cards accepted.

***Renter shall be given a full refund of the deposit if the Reservation is cancelled at least sixty (60) days prior to the event. If less than sixty (60) days, NO DEPOSIT will be returned. VFW POST 5146 retains the right to cancel any Hall rental due to circumstances beyond its control. If the VFW POST 5146 initiates the cancellation of a Rental contract, all deposits and fees shall be refunded to the Renting Party. Prices are subject to change without notice.***

Date and time of event: \_\_\_\_\_

If a VFW member – VFW ID# \_\_\_\_\_

Meeting Hall (\$300.00)                      \$ \_\_\_\_\_

Add Kitchen (\$100.00)                      \$ \_\_\_\_\_

Kitchen and Dining Hall (\$200.00)                      \$ \_\_\_\_\_

Canteen/bar Manager (\$100.00)                      \$ \_\_\_\_\_

\*Non-profit (\$100.00) 501 (3)(c)                      \$ \_\_\_\_\_

Total cost of event to renter                      \$ \_\_\_\_\_

Deposit (1/2 of total rental)                      \$ \_\_\_\_\_

BALANCE                      \$ \_\_\_\_\_

FINAL PAYMENT                      \$ \_\_\_\_\_

(10 working days before event)

**\* Non-profit \$100.00 fee is to cover overhead such as utilities, insurance, cleaning etc.**